To Use Stanford University Department of Public Safety Forms

Please print the necessary form, complete all requested information and add any supporting documentation. Return it to Stanford University Department of Public Safety.

It may be returned:

By Email: police-records@lists.stanford.edu

By U.S. Mail to: Stanford University
Department of Public Safety
Records Unit 233
Bonair Siding Rd.
Stanford, CA 94305-7240
(Please allow time for mail delivery)

By Campus ID Mail to: Public Safety
Mail Code 7240
(Please allow time for mail delivery)

By Fax to: 650-323-1178

or By delivery in person: Public Safety Building
Police and Fire Departments
233 Bonair Siding Rd.
Stanford, CA 94305-7204

If you have any questions call the SUDPS Records Unit at 650-723-9633.
### Stanford Department of Public Safety
House Check Form

**Address:**

**Name:**

**Phone:** (if available)

**Emerg. Contact #:**

**Departure Date:**

**Return Date:**

**Type of Service Requested:**

- [ ] Home Service
- [x] Spot Check

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the house alarmed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Any pets in the yard?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Any lights on in the residence?</td>
<td>If so, What type and where are they located? What time do they turn on and off?</td>
<td>Please record location(s) &amp; on/off times here:</td>
</tr>
<tr>
<td>4. Has the newspaper been stopped?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Has the mail been stopped?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Can access to the rear yard be obtained?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Person(s) Visiting House While Resident(s) Away:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Home Address</th>
<th>Phone Number</th>
<th>Day(s)/Times Expected</th>
<th>House Key Issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
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<td></td>
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</tbody>
</table>

**Special Instructions:** Notes:

(Cars in driveway, broken windows, construction, gardeners, house cleaners, house sitters, or any additional info).

<table>
<thead>
<tr>
<th>REQUEST RECEIVED BY:</th>
<th>DATE:</th>
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</table>