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:** publicsafety@lists.stanford.edu

- **By U.S. Mail to:**
  
  Stanford University
  
  Department of Public Safety
  
  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 SUDPS 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  __ Spot Check

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the house alarmed?</td>
<td></td>
</tr>
<tr>
<td>2. Any pets in the yard?</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>
</tr>
<tr>
<td>4. Has the newspaper been stopped?</td>
<td></td>
</tr>
<tr>
<td>5. Has the mail been stopped?</td>
<td></td>
</tr>
<tr>
<td>6. Can access to the rear yard be obtained?</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>
</tr>
</tbody>
</table>

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

REQUEST RECEIVED BY: ________________________________  DATE: ________________________________