



City of Monroe Police Department  
Chief of Police Charles F. McCormick IV



## MONROE POLICE DEPARTMENT PROPERTY CHECK REQUEST FORM

### \*Your Contact Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### \*Occupant Information

Are there any other occupants (yes/no)? If yes, list their names below:

\_\_\_\_\_

\*Vacancy Dates: From \_\_\_\_\_ To \_\_\_\_\_

### \*Contractor / Repair Information

Are there any repairs/work scheduled during vacancy (yes/no)? If yes, list the schedule below:

Work Schedule: From \_\_\_\_\_ To \_\_\_\_\_  
Contractor Information: \_\_\_\_\_

### \*Landlord / Owner Information (if applicable)

Landlord / Owner Name: Last \_\_\_\_\_ First \_\_\_\_\_  
Landlord / Owner Company: \_\_\_\_\_  
Landlord / Owner Phone Number: \_\_\_\_\_  
Landlord / Owner Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_

Name and telephone number of local contact (other than landlord) with access (e.g. - key) to the residence: \_\_\_\_\_

### \*Vehicles remaining on premises (make, model, color w/license plate):

\_\_\_\_\_

### Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_