

## Vacation Checklist

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- Notify responsible neighbors or relatives of your itinerary and contact numbers. Check to make sure that you have their telephone number.
- If you are going to be out of town for a period of three (3) days or longer, the Sammamish Police Department provides vacation house checks by sending an officer on random checks of your home while you are away. This service is available for City of Sammamish residents only. Please download the *House Check Request* form from the Police website and return to Sammamish Police, 801 – 228<sup>th</sup> Avenue SE, Sammamish WA 98075.

**Please Note:**

- For officer safety, we will not do a vacation house check if the house will be occupied at any time during your absence.
  - The Sammamish Police Department will make every reasonable attempt to monitor your property during your vacation. However, circumstances may preclude us from performing this service on any day, any series of days, or perhaps, during the tenure of your vacation.
- Arrange with a neighbor to pick up and hold your mail and newspapers so they don't pile up. If this is not possible, notify your news-carrier and the post office to discontinue these deliveries.
  - Ask a friend or relative to help you make your home look occupied. He or she should mow your lawn or shovel your walk, collect any brochures or information left on your door or in the yard, and open and close your drapes on a daily basis.
  - Do not leave easily stolen objects such as power mowers, garden hoses, lawn chairs, and bicycles in your yard.
  - Hide all valuable or irreplaceable items (e.g., jewelry, computers, firearms, important papers, or checkbooks) in a safe place such as a safety deposit box or home safe. Make sure your home inventory is up to date and keep copies in separate safe locations.
  - Unplug your garage door opener so that your garage doors are secure. Consider placing a padlock through the track for extra security.
  - Consider moving your motor vehicle(s) to a different location until you return, or have a neighbor or relative move them regularly to make it appear as if you are home. If your vehicle is left in your garage or driveway while you are away, make sure it is locked.
  - Close and lock all windows and sliding doors. Make sure that a "Charley bar" is secure on sliding doors, and that all screens or storm windows are locked or fastened.
  - Set your electrical timer to turn some lights on and off during the evening hours.
  - Avoid publicity about your trip until you return home.