

# Montvale Police Department

Borough of Montvale

Jeremy A. Abrams

Chief of Police

---

12 Mercedes Drive, Montvale, New Jersey 07645

Telephone 201-391-4640 Ext 501/502

Fax 201-391-6379

## VACANT HOME NOTIFICATION FORM

### THE FOLLOWING PROCEDURE MUST BE FOLLOWED TO PROPERLY PROCESS YOUR REQUEST

1. All forms must be completed in their entirety and returned to the police department.
2. The completed form may be returned in one of the following ways:
  - **In Person**
  - **Via Fax 201-391-6379**
  - **Email: montvalepd@montvaleboro.org**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE LEAVING \_\_\_\_\_ DATE RETURNING \_\_\_\_\_

### CONTACT INFORMATION WHILE AWAY

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
CELLULAR NUMBER #1

\_\_\_\_\_  
CELLULAR #2

**YES**    **NO**

  

HAVE YOU REQUESTED YOUR NEIGHBORS TO CALL POLICE AND REPORT ANY OCCURRENCE OR INDIVIDUAL OF A SUSPICIOUS NATURE?

  

HAVE YOU STOPPED DELIVERIES SUCH AS MAIL & NEWSPAPERS?

WILL THERE BE ANY VEHICLES LEFT IN YOUR DRIVEWAY? HOW MANY? \_\_\_\_\_

MAKE/STATE/PLATE \_\_\_\_\_ MAKE/STATE/PLATE \_\_\_\_\_

WILL LIGHTS BE LEFT ON? 1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> FLOOR \_\_\_\_\_

\_\_\_\_\_

WILL THE KEY BE LEFT WITH SOMEONE? NAME \_\_\_\_\_

\_\_\_\_\_

CONTACT INFORMATION (ADDRESS AND/OR TELEPHONE NUMBERS)

WILL ANYONE BE WORKING AT YOUR HOUSE DURING YOUR ABSENCE  
(REPAIRMEN, HOUSEKEEPING, PET SITTER, ETC)

\_\_\_\_\_  
NAME/COMPANY

\_\_\_\_\_  
NAME/COMPANY

\_\_\_\_\_  
NAME/COMPANY

WILL YOU NOTIFY US OF YOUR RETURN?

ADDITIONAL COMMENTS

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