



Smith County Constable PCT. 3 Vacation Check Request Form (7 day maximum)

If you live within Smith County PCT. 3, and would like to have vacation checks preformed on your residence, please complete this form and submit it to the Smith County Constable PCT. 3 office. Seven days is the maximum allowed time for a vacation check. You must notify the department immediately if departure or return times change.

Print Name(s):	Date of Request:
Home Phone:	Email:
Residence Address:	
Date and time when house will be vacant: Date/Time Leaving: _____	
Date/ Time Returning: _____	
Location and phone # where you are staying or cell phone #:	
Describe vehicles or property left outdoors while on vacation:	
License Plate No.: _____ Make: _____ Model: _____	
Year: _____ Color: _____	
License Plate No.: _____ Make: _____ Model: _____	
Year: _____ Color: _____	
License Plate No.: _____ Make: _____ Model: _____	
Year: _____ Color: _____	
Other Property:	

Smith County Constable PCT. 3 Vacation Check Request Form

<u>For official use only:</u>		
Checked by: _____	Date/Time: _____	Incident No. _____
Checked by: _____	Date/Time: _____	Incident No. _____
Checked by: _____	Date/Time: _____	Incident No. _____
Checked by: _____	Date/Time: _____	Incident No. _____
Checked by: _____	Date/Time: _____	Incident No. _____
Checked by: _____	Date/Time: _____	Incident No. _____

Do you have an alarm system? <input type="checkbox"/> Yes <input type="checkbox"/> No Is your alarm system monitored? <input type="checkbox"/> Yes <input type="checkbox"/> No	If monitored, name and phone of alarm company:
Do you have any broken doors or windows? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any tron screens? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any indoor/outdoor light to be left on? <input type="checkbox"/> Yes <input type="checkbox"/> No Where are they located?	
Do you have any timers on the lights? <input type="checkbox"/> Yes <input type="checkbox"/> No Where are they located and when do they turn on and off?	
Will you stop your mail and newspaper delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, is someone collecting them for you? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please note this is not a service the Smith County Pct 3 will provide, but is highly recommended.)	
Are there any pets in the house or yard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of pet and person caring for them?	
Name(s):	Phone Number:
Address:	
Does the above party have a key to the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any additional information:	

The undersigned does hereby grant and request that the Smith County Constable PCT. 3 visually check the property listed above, which may include access to the yard. The undersigned does hereby agree to hold harmless the County of Smith, its employees and agents for any claim for personal injury, loss or damage to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the Smith County Constable PCT.3. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the county and will be provided only as time and personnel are available and no guarantee is made nor assurance given against loss, theft or damage to premises.

 Signature of Homeowner/ Renter _____
Date

Form must be received 72 hours prior to departure. Vacation checks will be performed as time allows.

Mail to: Jim Blackmon
 Smith County Constable PCT. 3
 313 E. Duval
 Troup, TX 75789
 Email: jblackmon@smith-county.com