

## HOPATCONG POLICE DEPARTMENT VACATION CHECKLIST

### THINGS TO DO BEFORE LEAVING

DONE

1	Put a hold on mail delivered to your home	
2	Put a hold on newspaper delivery	
3	Go to the Police Department and fill out a property check form	
4	Lock all windows and doors (even upstairs)	
5	For a sliding glass door put a bar or 2 x 4 on the track so the door cannot slide open	
6	If you are using timers, set them for different lights at different times in different rooms. So at 8:00 the living room light goes off and at 8:01 the bedroom light goes on, etc.	
7	Tell a few neighbors where you will be and ask them to keep an eye on your house. (A few pair of eyes watching your house is better than one). You may want to leave a key with a neighbor in case of an emergency.	
8	Close window blinds and curtains	
9	Adjust your thermostat	
10	Mow your lawn or have someone keep up your yard	
11	Turn off the water to the washing machine	
12	Is someone taking care of your pets? Leave directions	
13	If you are parking your car at an airport, remember you have your address on your registration and insurance card in your glove box. And if you are giving your car key to a parking attendant don't give the house key with it. Then they have your address and a key to your house.	
14	Lock up the ladder in your yard that can be used to break in upstairs	
15	Bring in all belongings from your yard that you wouldn't want stolen	
16	If you have a house key hidden outside, remove it	
17	Make sure smoke detectors are working (your neighbors will probably be able to hear it if it goes off)	
18	Remove cash and valuable jewelry from your home	
19	Remove guns and ammunition or have them locked up really secure. (Not those glass gun cabinets)	
20	Leave your will with a family member or attorney	
21	Secure your checkbook or credit cards that you will not be bringing with you	