

# PROPERTY CHECK PROGRAM

## OTTAWA COUNTY SHERIFF'S OFFICE



Spring Lake Branch Office  
 106 N. Fruitport Road  
 Spring Lake, MI 49456

ADDRESS: \_\_\_\_\_

DEPARTURE DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ RETURN DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_

YOUR NAME (S): \_\_\_\_\_

YOUR CELL PHONE(S): (\_\_\_\_) \_\_\_\_\_ & (\_\_\_\_) \_\_\_\_\_ Do you accept text messages? Yes or No  
 If you do not have a cell phone or will be inaccessible by cell phone what is the best means of getting ahold of you in the event of an emergency (pager, email, standard mail, ranger/park service, etc...)

YOUR DESTINATION: \_\_\_\_\_

Is this property a rental? Yes or No If Yes, who is the owner and what is their contact information:

PROPERTY OWNERS(S) \_\_\_\_\_ PHONE(S): \_\_\_\_\_

LOCAL EMERGENCY CONTACT(S)-In Order of Precedence:

| NAME | RELATION | PHONE(S) | ADDRESS | KEY |
|------|----------|----------|---------|-----|
|      |          |          |         | Y N |
|      |          |          |         | Y N |
|      |          |          |         | Y N |

Is anyone going to be accessing or checking on your home besides the Ottawa County Sheriff's Office?

(Examples: Mail pick-up, plant watering, animal feeding/caretaking, house cleaning, etc...): **Y or N ?**

If Yes, what is their name, relationship, address, phone number, and the vehicle they will be driving?

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

SPECIAL INFORMATION (Vehicles left at the property, broken or damaged windows/screens/doors, hidden keys, lights on timers/motion lights, security systems, cameras, etcetera...):

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

-Below log is to be completed by the Deputy-

| DATE | TIME | DEPUTY | REMARKS |
|------|------|--------|---------|
|      |      |        |         |
|      |      |        |         |
|      |      |        |         |
|      |      |        |         |
|      |      |        |         |

Please complete and mail, drop off, or scan and email to the Spring Lake Branch Office at 106 N. Fruitport Rd., Spring Lake, MI 49456 or [tschippers@miottawa.org](mailto:tschippers@miottawa.org) Please complete and submit at least 2-weeks ahead of your planned departure if possible.

**Questions?: Please call or email Deputy Travis Schippers at the above email or 616-738-4000 Ext. 1243**

