



**Palmetto Hall Security  
Out of Town Form**

Today's Date \_\_\_\_\_

NAME
ADDRESS
DEPARTURE DATE:                                  RETURN DATE:
LIGHTS WILL BE (circle one):    ON    OFF    AUTOMATIC
HOUSE CHECK REQUEST (circle one):    YES    NO Please circle yes if you request Security to periodically check your home in your absence. House checks are conducted on a varying schedule and include checks of all doors and windows. If "yes" or "no" are not specified above, Security will automatically conduct a house check. <b><i>PLEASE CONTACT SECURITY UPON YOUR RETURN</i></b>
HAVE YOU STOPPED THE MAIL AND NEWSPAPER DELIVERIES? (circle one): YES    NO

***IF SOMEONE HAS ACCESS TO YOUR HOME***, please provide the following information:

NAME
ADDRESS
TELEPHONE
CELL

***IN CASE OF EMERGENCY***, please provide contact information:

NAME
ADDRESS
TELEPHONE
CELL