



Melissa Police Department
Duane A. Smith, Chief

DEPARTMENT USE ONLY:
RECEIVED ___ IN PERSON ___ BY PHONE ___ BY: _____ DATE: _____ TIME: _____

DATE LEAVING: _____ DATE RETURNING: _____
NAME OF RESIDENTS: _____
ADDRESS: _____
WORK PHONE: _____ HOME PHONE: _____ CELL PHONE: _____
EMERGENCY CONTACT 1: _____ CONTACT NUMBER: _____
EMERGENCY CONTACT 2: _____ CONTACT NUMBER: _____
Description of residence: _____

Will keys be left with anyone? Y N That persons name: _____
Their address: _____ Their phone number: _____
Will anyone else be going in and out of the house? Y N List names and phone numbers:

Will you be leaving lights on? Y N Where? _____ On a timer? Y N
Will dogs or cats be left at the house? Y N Or in the yard? Y N
Will you have anyone doing yard work? Y N Name: _____
Will you be stopping the newspaper or mail? Y N
Do you have a home alarm? Y N Name of company: _____

Will any vehicles be left on the property? Y N Where: Outside or Garage
Year _____ Make _____ Model _____ LP # _____ Color _____
Year _____ Make _____ Model _____ LP # _____ Color _____
Year _____ Make _____ Model _____ LP # _____ Color _____

SHOULD YOU RETURN EARLIER THAN EXPECTED, PLEASE NOTIFY US SO WE MAY CANCEL THE WATCH.

3411 Barker Ave., Melissa, Texas 75454
(972) 838-2033 * Fax (972) 838-2135 * Email: b davidson@cityofmelissa.com