

Special Attention Form

Instructions: Use this form when you will be away on vacation, at a funeral or other publicized event. After you print and fill out the form, drop it off at the Swampscott Police Station. Forms must be dropped off in person. The form will be given to the patrol units and they will make an effort to pay special attention to your home.

Address of residence for
which you are requesting
special attention

Date you are leaving

Date you will return

Your emergency contact
person and/or phone
number

Has a neighbor been
notified that you will be
away?

☐ Yes ☐ No

Name and address of
neighbor

Does the neighbor have a
key to the residence
requiring special attention?

☐ Yes ☐ No

Are there any cars parked
in the driveway?

License plate number(s) of
car(s) parked in the
driveway

List the names of all
persons who have
permission to be at the
residence requiring
attention.
