MUST SAVE FORM TO COMPUTER AND RE-OPEN WITH ADOBE ACROBAT BEFORE FILLING OUT OR CHANGES WILL BE LOST

Northwood Hills
HOMEOWNERS ASSOCIATION

OUT-OF-TOWN SERVICE REQUEST
(NHHA Members Only)

Select one:

☐ **Physical check of home and property**

☐ **Drive-by check only**

Address _____ ***Request Date*** _____

Member Name(s) _____ _____

Cell Phone #(s) _____ _____

Departure Date: _____ ◯ AM / ◯ PM ***Return Date:*** _____ ◯ AM / ◯ PM

Emergency Contacts

Name	***Relation***	***Phone #***	***Access to House?***

Vehicles -- List any vehicles to be left outside the garage and where they will be parked:

Year_____Make/Model_____Color_____LicensePlate_____Location_____

Year_____Make/Model_____Color_____LicensePlate_____Location_____

Year_____Make/Model_____Color_____LicensePlate_____Location_____

Further Information

	YES	NO			YES	NO	
Security Alarm ON?	☐	☐		**Back gate locked?**	☐	☐	
Mail stopped?	☐	☐		**Newspaper stopped?**	☐	☐	
Lights on timers?	☐	☐		**Pool service?**	☐	☐	When?
Lawn service?	☐	☐	When?	**Pets on site?**	☐	☐	Outside?
Is our patrol listed as a contact for your alarm company?					☐	☐	

***We encourage you to ask a neighbor to collect your mail and/or newspapers while you're away.**

List any additional instructions, pet descriptions or other info you want us to know:

After completion, email form to NHHA Security at **securitypatrol@northwoodhills.org**

DATE	TIME	OFFICER	DATE	TIME	OFFICER	DATE	TIME	OFFICER