



## Randolph Township Police Department General Instructions for Fillable Forms

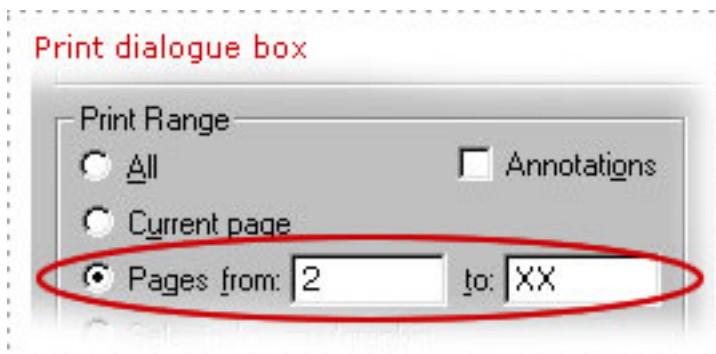
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, the police department must receive the form with an original signature.

**IMPORTANT:** The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on the [Online Forms](#) page at the township site for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the police, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

**Caveat:** In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



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## House Watch Program Request Form

|   |  |   |  |                |  |  |
|---|--|---|--|----------------|--|--|
|   |  |   |  | <b>Date</b>    |  |  |
| <b>Owner/Property Information</b>   |  |   |  |                |  |  |
| Name  |  |   |  |                |  |  |
| Address   |  |   |  |                |  |  |
| Home Telephone  |  |   |  | Cell Telephone |  | Reachable?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date of Departure<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM   |  | Date of Return<br><input type="checkbox"/> AM<br><input type="checkbox"/> PM                          |  | Destination    |  | Phone (if known)   |
| <b>Emergency Contact Information</b>  |  |   |  |                |  |  |
| <b>Name/Keyholder</b>   |  | <b>Address</b>  |  |                | <b>Telephone</b>   |  |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |  |   |  |                |  |  |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |  |   |  |                |  |  |
| <b>Lighting Information</b>   |  |   |  |                |  |  |
| List rooms/locations in or outside of the home where lights will either be left on or are on a timer or sensor. If on a timer, indicate turn on and shut off times. Please be as specific as possible. <i>(Attach a separate sheet if necessary)</i>          |  |   |  |                |  |  |
| <b>Alarm Information</b>  |  |   |  |                |  |  |
| Alarm on House?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  | Type<br><input type="checkbox"/> Burglar <input type="checkbox"/> Panic <input type="checkbox"/> Fire |  | Alarm Company  |  | Telephone  |
| <b>Newspapers/Mail Information</b>  |  |   | Papers Stopped? <input type="checkbox"/> Yes <input type="checkbox"/> No |                | Mail Stopped? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| <b>Authorized Vehicles on Site</b>  |  |   |  |                |  |  |
| <b>Make</b>   |  | <b>Color</b>  |  | <b>Year</b>    | <b>Tag #/State</b>   |  |
|   |  |   |  |                |  |  |
|   |  |   |  |                |  |  |
|   |  |   |  |                |  |  |
| <b>Miscellaneous Information</b>  |  |   |  |                |  |  |
| Will anyone be checking/working on the property (repair people, landscapers, snowplowers, cleaning people, pet sitters, etc.)? Is there any other information we should know? Broken windows? Dogs on property? <i>(Attach a separate sheet if necessary)</i> |  |   |  |                |  |  |

I hereby authorize the Randolph Township Police Department to enter my property to visually inspect the house exterior and take any action it deems necessary for the protection of my property during my absence. I understand and agree that this is a voluntary, free service and does not create a special duty upon the township and will be provided depending upon weather and manpower. Further, I understand that no guarantee is made nor assurance given against loss, theft or damage to the property. The undersigned agrees to hold harmless the township, its employees and agents for any and all claims for personal injury, loss or damage to the property that may be suffered through any action or lack thereof by a representative of the police department.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date