



# Vacation Spot Check Application Form

Please complete accurately and submit **at least 5 business days before your anticipated departure** for an away period of **not less than 2 weeks**. Completed and signed forms are to be submitted, along with proof of residency (driver's license or municipal tax bill) by fax to **514-485-8953** or by e-mail to **ugraham@cotesaintluc.org** or to the Public Safety Department, 8100 Côte Saint Luc Road Monday to Friday from 8 am to 4 pm. Please ensure that snow-clearing services are maintained. Please notify us of changes to departure and return dates. *Subject to the terms and conditions of this program.*

## Homeowner Information

Family name \_\_\_\_\_ First name \_\_\_\_\_  
Home address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cellular phone \_\_\_\_\_  
Away phone 1 \_\_\_\_\_ Away phone 2 \_\_\_\_\_  
E-mail \_\_\_\_\_ Will you be checking this email while you're away? yes  no   
Vehicles parked in the driveway Licence plate \_\_\_\_\_ Licence plate \_\_\_\_\_

## Away Information

Departure date Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_  
Return date Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

## Local Emergency Contact 1

Name \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Relationship \_\_\_\_\_  
Do they have a key to your house? yes  no

## Local Emergency Contact 2

Name \_\_\_\_\_  
Phone 1 \_\_\_\_\_  
Phone 2 \_\_\_\_\_  
Relationship \_\_\_\_\_  
Do they have a key to your house? yes  no

1. The Vacation Spot Check program (the "Program") in no way replaces or exonerates a homeowner's usual responsibilities and obligations. Visits conducted as part of this Program do not count for the purposes of a homeowner's responsibility towards their insurance policy.  
2. Program visits are sporadic, visual verifications conducted from the street in front of the participating address. The City of Côte Saint-Luc (the "City") does not guarantee the frequency, time or duration of Program visits. Volunteer Citizen on Patrol ("vCOP") members participating in the Program may enter onto private property, but will not collect or move personal items including mail or newspapers or conduct an interior verification.

3. Any anomalies noticed during a Program visit (e.g. signs of forced entry, etc.) may lead to the dispatch of the Montreal Police. The City's responsibility ends upon the notification of the homeowner, their designated emergency contact and/or the Montreal Police. The City is not responsible for any charges or fees related to the response of the Montreal Police.  
4. The homeowner applying to participate in the Program will hold the City, its employees, agents and volunteers harmless for any damages, theft, loss, errors, omissions, injury or other acts related to the Program that occur during participation in the Program. Proof of ownership must be provided with the application.

*I accept the terms and conditions outlined herein and wish to participate in the Program for the period indicated in my application.*

Signature of homeowner \_\_\_\_\_ Date \_\_\_\_\_