



**Leonard Police Department**  
111 W Collin  
PO Box 1270  
Leonard, Texas 75452  
Telephone (903) 587-2234 Fax (903) 587-3016

Name of requestor: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_ Home Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address to be checked: \_\_\_\_\_, Leonard, Texas 75452

Date & Time Leaving: \_\_\_\_\_ Date & Time Returning: \_\_\_\_\_

Additional Contact # While Away: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Which number listed would you like to list as your emergency number in case we need to contact you during your leave?  
(Circle One) (Home) (Cell) (Local Contact Person)

Local Contact Person List a person we may contact if we need any assistance with your residence while you are gone.

Name: \_\_\_\_\_ Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alarm present and will it be activated? Yes/No

If yes, Name of Alarm Company: \_\_\_\_\_ Alarm Company Contact Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Will there be lights on a timer? Yes/ No; If yes, indicate Inside (Outside) or (Both). Timed Lights Hours of Operation:

Inside – Start: \_\_\_\_\_ End: \_\_\_\_\_ Outside – Start: \_\_\_\_\_ End: \_\_\_\_\_

Vehicles to remain at the location Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate #: \_\_\_\_\_  
State: \_\_\_\_\_ This vehicle will remain in the (circle one): Garage Driveway

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_ This  
vehicle will remain in the (circle one): Garage Driveway

Authorized Person(s) on Location:  
\_\_\_\_\_

Pets on location: Yes No – If yes, Dog(s) Cat(s) Other: \_\_\_\_\_.

**\*\*\*Note: If you return earlier, please notify us at 903-587-2234 immediately upon your return.\*\*\***