



**NAPLES POLICE DEPARTMENT
COMMUNICATIONS DIVISION**

NOTIFICATION OF VACANT PROPERTY

Purpose: City of Naples property owners may use this form to inform the Naples Police Department when their properties will be vacant for any length of time.

Instructions: Please print clearly. Provide as much of the requested information as possible. **Bold-faced fields are required for data entry. *Form must include the owner's signature for validation.*** Property owners may submit forms by drop-off at the NPD HQ Lobby, mail-in, or fax.

Mailing Address: Naples Police Department
Attn: Communications
355 Riverside Circle
Naples, FL 34102

Phone: (239) 213-4844
Fax: (239) 213-4841 (primary)
(239) 213-4899 (alternate)

From (Owner): _____ **Date:** _____

Property Address: _____

Property Phone No: _____

(Note: the listed property must be within the incorporated city limits of Naples, Florida).

Date Leaving Property: _____ **Date Returning to Property:** _____

Owner's Address while Away: _____

Owner's Phone while Away: _____ **Alternate Phone:** _____

Active Alarm? No Yes

If Yes, Alarm Company Name: _____

Alarm Company Phone Number: _____

Caretaker Name: _____ Local Phone Number: _____

Caretaker's Local Address: _____

Comments: _____

Owner's Signature (Required for form validation): _____

Please do not write below this line - Official Use Only.

Date Received: _____ Logged in CAD: _____ Logged by: _____

Comments: