




VACATION REMINDERS

Protect Your Home While You Are Away

When you leave your home, whether for a quick weekend getaway or a longer vacation, in addition to making sure you have a great time, you'll want to take some basic safety precautions to keep your home and belongings as safe as possible. This makes most of us think about burglar-proofing, but preparations extend beyond locking doors and setting timers.


Hold Your Mail – Mail piling up in the mailbox or at the front door or packages/papers on the porch is an instant tip-off that no one is home.

- **Mail** - If you will be gone for more than a few days you have a few options: ask a trusted friend/neighbor to pick up your mail, fill out a yellow USPS Authorization to Hold Mail card (give to your mail carrier), or go to www.USPS.com and schedule a USPS Hold Mail Service (you can have held for a minimum of 3 days and up to 30 days) or you can also do that by downloading the USPS Mobile app. Select the Hold Mail icon and create an account.



Additional options for scheduling USPS Hold Mail™ requests:

1.
Visit usps.com/requestholdmail and create an account.

2.

Download the **USPS Mobile® app**. Select the Hold Mail icon and create an account.

Authorization to Hold Mail We can hold your mail for a minimum of 3 days, but for no more than 30 days.

Instructions: Complete this form. Then, do one of the following:
 (1) Give to your carrier; place in a collection box; place in your mailbox (must complete the reverse side).
 (2) Present to an employee at your local Post Office™.

Name(s)*	Select one of the following:	
*The Postal Service™ will hold mail for all residents at the address provided.	<input type="checkbox"/> A. I will pick up all accumulated mail from my local Post Office. <input type="checkbox"/> B. Please deliver all accumulated mail and resume normal delivery on the ending date shown below.	
Address (number, street, apt./suite number, city, state, ZIP+4)	Start Date (MM/DD/YYYY)	
Phone Number (include area code)	End Date (not to exceed 30 days from start date) (MM/DD/YYYY)	
Email Address	Customer Signature	
FOR POST OFFICE USE ONLY		
Date Received		
Clerk	Bin Number (if applicable)	
Carrier	Route Number	
<input type="checkbox"/> Customer has picked up accumulated mail.	Resume Delivery of Mail (MM/DD/YYYY)	By

PS Form 8076, January 2020

Note: The person who prepares this form states that he or she is the person, executor, guardian, authorized officer, or agent of the person for whom the Postal Service would hold mail under this request. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both under Sections 2, 1001, 1702 and 1708 of Title 18, United States Code, (U.S.C.).

Privacy Act Statement: Your information will be used to provide hold mail service at the address and for the states that you request, to facilitate communication and to verify your identity when applying for Hold Mail Service in person. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, we may be unable to process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities acting on behalf of the service (service providers). For more information regarding our privacy policy visit us at www.usps.com/privacypolicy.

- **Package Delivery** - If you are expecting a package from UPS or FedEx and will not be home to receive it, you can:



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- Ask a trusted friend or neighbor to be on the lookout for the package from your porch and take it for you until you return home;
- Have the package redelivered to someone's house that is going to be home;
- If you have signed up for Security Home Visit (see below) and a package is delivered to your home and left on your porch, when the House Visit is done, the police officer will take the package, notify you by phone and lock up your package at Police Department Headquarters on Peavine Road. When you pick up your package upon your return, you will need to show your driver's license to verify who you are.

Create the Illusion of Someone Home – Set at least one light on a timer or multiple ones at different times and in different rooms. You can also set a television or radio on a timer to create the typical noise and flickering lights of an average family home at night. During the winter, arrange for snow removal. Ask a neighbor to park in your driveway periodically to create the appearance of someone coming and going throughout the day/week. In the summer, keep your yard maintained – arrange for someone to cut your lawn if you will be gone more than a week. You might want to consider installing outside lights that operate with a photocell which will give the impression someone is turning the outside lights on and off.

Trust a Friend AND the Fairfield Glade Police Department - Leave your contact information and a spare key with a friend/neighbor in case of an emergency. Stop by the Fairfield Glade Police Department and fill out a House Visit Form or online at www.fgpolice.org. Our Police Department has a dedicated officer who will check on your property several times a week. Be sure to remove any keys hidden outside, you don't want someone else finding them while you are gone.



SECURITY HOUSE VISIT FORM

DATE: _____

NAME: _____

ADDRESS: _____

DATE LEAVING: _____

DATE TO RETURN: _____ OR

CHECK BOX IF TO CALL UPON RETURN Between 8:00 am to 4:00 pm
Monday - Friday

EMERGENCY PHONE NO: _____

COMMENTS: _____

*** DROP IN MAIL BOX AT POLICE DEPARTMENT OFFICE ***

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Mum's the Word – Stay on the safe side and do not mention your trip to anyone but those that need to know. Do NOT trust social media. Posting pictures while you are gone is the same as telling everyone that your house is empty, come help yourself.

Unplug - Unplug all unnecessary appliances (except those on timers) to protect your home from an electrical fire or power surge. This goes not only for the big stuff, like TVs and computers, but also for a toaster, coffee maker and other small appliances. Turn off your water supply at the street or main incoming valve to the house to avoid damage from possible pipe leaks/breaks. Washer hoses, ice makers, and kitchen pipes have all been known to develop unexpected and untimely leaks. If you can, put your landline phone on vacation as it can possibly save you money. Otherwise, be sure to turn the volume down on the ringtone so someone outside does not hear it going unanswered.

Keep Your Cool and Your Valuables – Adjust your thermostat to save on electricity while you are gone. In the winter, set the heat to 55 degrees – warm enough to keep pipes from freezing, but cool enough to save electricity. During the summer, set your air-conditioning to 85 degrees. Also, consider lowering the temperature on your water heater or better yet, turn it off at the circuit breaker if it is on its own dedicated switch. Lock up all valuables (jewelry, the deed to your home, wills, or any sensitive documents) in a fire-proof safe.

LOCK Your Doors and Windows – If you have a home security company, let them know you will be away. Make sure ALL doors and windows are locked. Almost one third of all break-ins are through unlocked doors and windows. Eliminate ladders or house-hugging tree limbs to make sure there is no easy access to your upstairs windows.

Emergency Road Kit: If traveling by car, prepare an emergency road kit. And do the following:

- Have your car road-ready and start out with a full tank of gas.
- Try not to leave on the heaviest days to avoid congestion.
- Make sure you plan for **weather contingencies** on the way to your destination and be prepared for inclement weather on your way back home and when you arrive.
- Plan ahead – Know where you are going and how to get there. Download the latest GPS data or obtain a new map. Check for construction delays. You might want to use Waze, an app that will tell you how to get to your destination and identify areas with traffic backups.



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Your Keys: -Leave your keys with a trusted friend or neighbor or with the FG Police Department.

Security Alarm System: You might want to consider a security alarm system that is monitored or that you can regulate from your phone.

"KEEP SAFE BY BEING PREPARED"