



5625 Town Hall Rd  
Delavan WI 53115  
Phone 262-728-9777

# Town of Delavan Police Department

Chief Stefanie Adams

## ALARM SYSTEM REGISTRATION FORM

Annual Registration – Due January 30th Each Calendar Year

### A. PROPERTY INFORMATION

Property Owner Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Service Address: (Location of the Alarm) \_\_\_\_\_

### B. CONTACT INFORMATION

Owner Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

### C. ALARM SYSTEM INFORMATION

Type: Burglary / Robbery / Panic / Fire / Medical / Other

Monitoring Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Installed: \_\_\_\_\_ Connected to Dispatch? Yes / No

### D. KEYHOLDERS

Two required who can respond 24/7 and access the premises.

Keyholder 1: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Access? Yes/No

Keyholder 2: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Access? Yes/No

### E. MAINTENANCE NOTIFICATION

Maintenance expected to cause false alarms must be reported 24 hours in advance.

### F. CERTIFICATION

I certify the above information is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### False Alarm Requirements & Billing (Town of Delavan Ordinance 9.06 – Revised 11.11.25)

Town of Delavan Ordinance 9.06 requires all alarm systems to be registered annually and properly maintained to prevent unnecessary alarm activation. False alarms require the response of police, fire, and/or rescue personnel, resulting in unnecessary expense to the Town and reducing overall public safety availability. Accordingly, Ordinance 9.06 imposes administrative charges for non-intentional false alarms on a strict liability basis, regardless of the cause. Each location is allowed two (2) false alarms per calendar year at no charge. Fees are assessed beginning with the third false alarm as follows: \$350 for the third, \$450 for the fourth, \$550 for the fifth, and \$650 for the sixth and each subsequent false alarm within the same calendar year. Failure to pay assessed charges may result in additional forfeitures as outlined under Section 25.04 of the Municipal Code.