

# SECURITY GUIDELINES FOR RESIDENTS

**REMEMBER:** THE BEST SAFETY MEASURES YOU CAN TAKE ARE THE ONES YOU YOURSELF CAN PERFORM AS A MATTER OF COMMON SENSE AND HABIT. PLEASE CAREFULLY CONSIDER AND FOLLOW THESE SUGGESTIONS.

1. Lock your doors and latch your windows. Even when you are inside.
2. If you have night latches or deadbolts on the doors, use them while you are inside your dwelling.
3. When answering the door, first ascertain who is there by looking through a window or peephole. If the person is unknown, first talk with them without opening the door and do not open the door until you are satisfied.
4. It is recommended that you do not lend out your keys. A combo keybox is provided for your personal use and convenience when scheduling maintenance services or accessing the keys to the property in emergency situations. ONE KEY to the property should REMAIN IN THE KEYBOX AT ALL TIMES. It is **your responsibility** to care for and protect the privacy of the keybox, keybox location on the property, and the keybox. The keybox remains with the property at lease termination. It is recommended that the keybox be located on the exterior of the home at all times, and that it be obscured from being seen from the street. If the keybox code becomes compromised, you can change the code with instructions and permission from the landlord/property manager.
5. Do not put markings on your key ring to identify your name or address.
6. If you are concerned because you have lost your key or because someone whom you distrust has a key, ask the management to rekey the locks. You have a statutory right to do so provided you pay the cost of rekeying in advance.
7. Keep the phone numbers for emergency medical services, and the police or sheriff departments handy.
8. Periodically check your smoke detector for dead batteries or malfunctions.
9. Periodically check your door locks and window latches to be sure they are working properly.
10. Immediately report to the management (in writing, dated, signed and acknowledged) any malfunction of latches and safety devices outside your dwelling unit such as broken gate locks, burned out common exterior lighting, etc.
11. Close curtains, blinds and window shades at night.
12. Mark or engrave identifications on valuables.
13. If your home is provided with an alarm system, that it is **your responsibility** to initiate service to maintain the system. The property manager makes no representation as the operation of any security system that may be provided for your home, and you agree to accept responsibility for the system. Even the most elaborate security precautions (such as alarm system, security guards, patrol cars and electronic gates) are not guarantees against crime. You should always proceed as if such security systems did not exist. All systems are subject to mechanical malfunctions, tampering and human error.

Initials of Residents \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## PERSONAL SECURITY WHILE OUTSIDE YOUR DWELLING UNIT

1. Lock your doors while you are gone. If you have a dead bolt, lock it, too.
2. Leave a radio or TV playing very softly while you are gone.
3. Close and latch your windows when you are gone, particularly on vacations.
4. Use lamp timers when you go out in the evening or go on vacation.
5. Tell your fellow occupants where you are going and when you will be back.
6. If walking at night, walk with another person.
7. DO NOT hide a key under the doormat or flowerpot.
8. DO NOT give entry codes to guests or strangers.
9. Arrange for your newspaper delivery to be stopped while on vacation.
10. Check the back seat before getting into your car.

### **GENERAL:**

Pathfinder Realty, MBM Property Management, and its employees, agents and sub-agents make no warranty about the crime in any area or community. Prospects and residents are advised and encouraged to obtain information relating to crime rate in any area or community. Prospects and residents are encouraged to obtain information relating to crime from the local police authorities.

Acknowledgement of receipt of the form is notated by initials at the bottom of each page.

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