

Safety Tips

In cooperation with the Texas Apartment Association, the management would like you to be aware of some important guidelines for the safety of yourself, your family and your property.

These suggestions have been approved by the Texas Police Association and the Sheriffs' Association of Texas. We recommend that you consider following these guidelines, in addition to other common sense safety practices.

PERSONAL SECURITY ...WHILE INSIDE YOUR DWELLING UNIT

1. Lock your doors and latch your windows...even when you are inside.
2. If you have nightlocks or deadbolt locks on the doors, use them while you are inside your dwelling.
3. When answering the door, first determine who is there by looking through a window or doorviewer (peephole). If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns.
4. Be careful to whom you give or lend your keys, gate card, or lock combination.
5. Do not put markings on your key ring to identify your name, address, or phone number.
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. Dial '911' for emergencies...or if the 911 number does not operate in your area, keep phone numbers handy for the police, fire, and EMS. If an emergency arises, call the appropriate governmental authorities first, then call the management.
8. Periodically check your smoke detector for dead batteries or malfunctions.
9. Periodically check your doorlocks, window latches, and other security devices to be sure they are working properly.
10. Immediately report to the management (in writing, dated and signed) any needed repairs of locks, latches, doors, windows, smoke detectors, and alarm systems, if any.
11. Immediately report to the management (in writing, dated and signed) any malfunction of other safety devices outside your dwelling unit such as broken gatelocks, burned-out lights in stairwells and parking lots, blocked passageways, broken railings, etc.
12. Close curtains, blinds and window shades at night.
13. Mark or engrave identification on valuable personal possessions.

PERSONAL SECURITY ...WHILE OUTSIDE YOUR DWELLING UNIT

14. Lock your doors while you're gone. If you have more than one door lock (such as a doorhandle lock and a deadbolt lock), lock both of them.
15. Leave a radio or TV playing very softly while
16. Close and latch your windows when you are
17. Tell your roommate or spouse where you are going and when
18. When walking at night, walk with another person whenever
19. Do not hide a key under the doormat or nearby flowerpot. .(That is the first place a burglar will look.)
20. Do not give entry codes or electronic gate cards (where applicable) to guests or strangers.
21. Use lamp timers when you go out in the evening or go away on vacation. They can be purchased at most hardware stores.
22. Let the manager and your friends know if you are going to be gone for an extended time. Ask your

neighbors to keep an eye on your dwelling unit since the management cannot assume that responsibility.

23. While on vacation, make arrangements for your newspaper delivery to be stopped or have a friend pick your newspaper up on a daily basis.

24. While on vacation, make arrangements for your mail to be picked up by a friend or temporarily stopped by the post office.

PERSONAL SECURITY ...WHILE USING YOUR CAR

25. Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.

26. Whenever possible, do not leave any visible items in your car, such as cassette tapes, wrapped packages, briefcases, purses, etc.

27. Do not leave your keys in the car.

28. Carry your key ring in your hand while walking to your car...whether it is daylight or dark...and whether you are at home, schoolwork, or on vacation.

29. Whenever possible, park your car in an off-street parking area rather than on the street. If parking on the street, park close to a nearby streetlight.

30. Remember to check the back seat before getting into your car.

31. Do not stop at gas stations or automatic teller machines at night ...or at any time of the day, if there is any suspicion of danger.