

## Apartment Safety Tips



**While there is no certainty that you will never be the victim of theft or other crime, you can take the following precautionary measures to deter thieves and protect yourself and your belongings.**

### Be Prepared

- Keep a building map and the phone numbers of close friends and family whom you can contact in the event of an emergency.
- Ensure that everyone in your home knows how and when to report suspicious activity or crimes to the Rental Office and the police.
- Avoid having identifying information on your keys.
- Get to know the residents in your building and watch out for strangers when you are getting your mail, disposing of trash, or doing other activities in and around the building. As you make friends, it's a good idea to exchange phone and apartment numbers in case of emergencies.



### Apartment Safety

- Keep the blinds and/or curtains closed at night.
- Turn on your exterior patio/balcony light after dark.
- Lock your doors while you are in your home. Lock all of the locks on your door. If a lock is broken, call the office immediately so that maintenance can make the necessary repair.
- Always lock windows and doors when you leave home, while you're sleeping, or when you're unable to monitor the area.
- Always lock your patio door. A wooden dowel can be inserted between the door and the door frame to prevent it from sliding open. If you do not have a dowel in your home and would like to be supplied with one, please notify the office.
- Make sure your home looks occupied when you are not there, especially for an extended period of time. For example, leave an inside light or TV on or have a neighbor or office staff member watch your home (move blinds, collect mail, etc.).
- Use your peephole to identify visitors; do not open the door to strangers.
- Instruct your children to tell strangers at the door or over the phone that you are busy rather than you are not home. If a stranger comes to your door needing help, call the proper authorities for them rather than letting them into your home.

## Building Safety

Always close building doors behind you and make sure they are latched/locked properly; never prop them open. Report any non-functioning doors to the Rental Office or emergency on-call staff immediately.

Ask people to use their own building key at an entry door rather than letting them into the building with your key. Do not give building keys to friends or leave them in a hiding place you consider "safe."

**Never allow anyone to gain entry through the main doors unless it's a resident that you know lives in your building, and don't buzz people in from your apartment unless they are your guests.** This includes delivery people and other residents. The police and other emergency personnel have access to keys and don't need to contact a resident to gain entrance.



## Vehicle Safety

Don't invite break-ins by leaving valuables in your car. Articles most frequently stolen include electronics, work tools, retail bags, packages, keys, credit cards and ID, money, garage door openers, and sunglasses. Take these items out of your car before you lock it.

Always stop your vehicle after entering and exiting the underground garage and wait to watch the door close so no one enters behind you. Never leave your garage door opener in your vehicle.

## Renter's Insurance

Renter's insurance is an affordable and effective way to protect yourself and your belongings. According to your lease, management is not responsible or liable for injury, loss, or damage that occurs in your apartment, garage, storage locker, etc. This includes loss caused by natural disaster, malfunction of equipment, or the actions of third parties (i.e., intruders or guests). All residents are required to have a renter's insurance policy in force through-out the duration of their residency, carrying a minimum of \$100,000 in liability. In addition, it is wise to protect the value of your belongings with that same policy.

## Report

Always call 911 in case of emergency and make sure that the Salem Green Rental Office number **(651-455-2277)** is saved in your phone. Follow the prompts to reach the 24-hour on-call maintenance staff.

If you see anything suspicious, do not hesitate to call! Be ready to specifically describe what you observed, including, but not limited to: who or what you saw; when you saw it; where it occurred; and why it's suspicious.

**Be a Good Witness:** If you witness a crime, make sure you are in a safe location and call 911. Share any small details you remember with the police, even if you think they're not important. Sometimes it's the small details that are the key to solving a crime. Please remember that timely reporting is important!

