



A Condo Association's Guide To Lock Security and Safety:

**Tips You Can
Share With Your Unit
Owners and Tenants**

Frank's Locksmith

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To All Condo Associations and Homeowner Associations

Please feel free to reproduce this booklet for distribution to your unit owners or tenants. You may include these safety tips in your publications or newsletters.

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- 1) Maintaining security should be of the utmost importance. Do not give your access code to anyone including the pizza delivery person, plumber, electrician or other service provider. You never know when someone will use these codes to gain illegal entry. You should arrange an escort for your guests and service personnel.
- 2) Do NOT lend your common area keys to anyone. Your personal safety and property are at risk when you do.
- 3) When you enter or leave your building please make sure the door closes completely behind you.

CRIME FACT:

Property crime makes up about three-quarters of all crime in the United States.

- 4) Remember to lock the common area doors when you are done using them. (garage doors, stairwell & garbage access.)
- 5) Do NOT give anyone access to your building unless you know them personally. If they do not have a key or access code please refer them to the person they are visiting, office, security guard or other person authorized to deal with these matters.
- 6) Get to know your neighbor's. You will more easily be able to spot an intruder if you know who is and isn't supposed to be in your building.

- 7) No maintenance, delivery or service person should have access to a unit without the unit owner/tenant present.
- 8) Be aware of unusual noises (such as drilling, pounding, glass breaking) at any hour. This may be a sign that someone is breaking into your neighbor's home.

CRIME FACT:

~Overall, about 85% of all burglaries were successful.

~About 72% of all motor vehicle thefts were successful.

~Of the 13.7 million completed thefts of property in 2001, there were 4.7 million property thefts of less than \$50.00, 4.8 million between \$50.00 and \$249.00 and 3.2 million of \$250.00 or more.

- 9) If your common area keys are lost or stolen please notify your office or condo association immediately. They need to know if someone may have unauthorized access to the common areas.
- 10) If your private unit keys are lost or stolen you should have your locks re-keyed as soon as possible. Re-keying the locks will assure you that your old keys no longer work. Do not wait until after a theft occurs.
- 11) If you do not know who has copies of your house keys it is time to have your locks re-keyed.

- 12) Short term rental units should be re-keyed every 6 months. Your tenants life or personal property may be at risk.
- 13) Do not hide your keys under a door mat, under or in a flower pot, in a hide-a-key box under your car, etc. Thieves know all of the common hiding places. It is the first place they will look to gain easy entry into your home.
- 14) A theft or disappearance of personal property, no matter how small, should be reported to the police. Your small loss may be a part of a larger crime pattern that the police need to be aware of.
- 15) Let the office and your neighbors know when you plan on being gone for an extended period of time. Leave an emergency contact number with the office.

CRIME FACT:

Between 1992 and 1997:

Annually, on average, 2.5 million property crimes against ages 65 or older occurred.

More than nine in ten crimes against the elderly and less than four in ten crimes against persons age 12 o 24 were property crimes.

- 16) Perform routine maintenance on your locks. Do not spray your locks with graphite; use WD-40 instead. Do your locks turn smoothly or do they "catch"? Are your keys straight or bent? It is

better to correct a small problem now before it turns into a large problem later.

- 17) Deadbolts are your primary security; make sure yours are installed properly. Additionally, they don't work if you don't use them.
- 18) Deadbolts installed on a door next to a window should have a locking key cylinder (not thumb turn) on the inside so a thief can not break a window, reach in and unlock your deadbolt.
- 19) Ever wonder how a door can be opened with a credit card? (like they show in the movies.) It can happen if your doors are not properly installed. A vast majority of doors are not installed properly and can be "carded" open in a matter of seconds. It is time to check your doors.

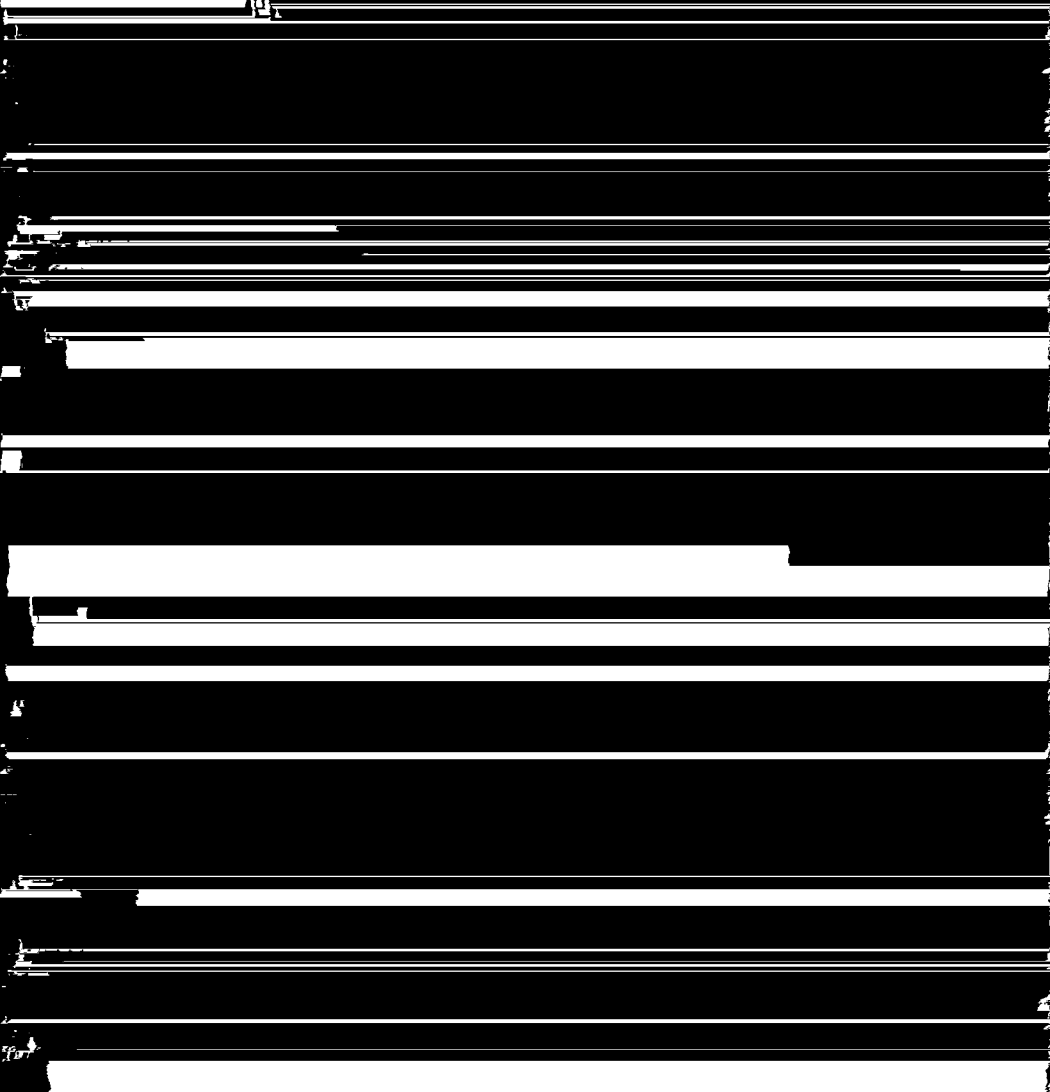
CRIME FACT:

In 2001, for every 1000 persons age 12 or older, there occurred:

- ~1 rape or sexual assault***
- ~2 assaults with injury***
- ~3 robberies.***

- 20) Sliding glass doors need to be installed properly. If you can lift the door with a screw driver and slide it open consider other measures to secure your sliding glass door.

21) Your "Do Not Duplicate" common area keys are for your protection. To maintain key control, please see your office or condo association for duplicates. A reputable locksmith or hard



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