

Building Rep Letter- Sample

To: Building Residents
From: Your Neighborhood Watch Building Representative

Hello. My name is _____ and I am your Neighborhood Watch Building Representative. Together, we can ensure that life at Parkside will continue to be safe and secure. Here's what you can do to help this happen:

1. Report all criminal incidents, large or small, to the police FIRST (**911** for an emergency or a crime in progress; **301-279-8000** for all other situations) and then to the management office (301-493-5100) during regular business hours (M-F 8-5) or on Parkside's web site (www.parksidecondo.org) at any time.
2. Know who your neighbors are. (Knowing who lives in our building and who doesn't is the single most important thing each of us can do to ensure safety, along with paying attention to what is happening inside and outside our building.) When you know who your neighbors are, you will be in a good position to **report suspicious activities and people to the police immediately.**
3. If you are going out of town, inform a close neighbor or the building representative AND stop mail and newspaper deliveries (or ask a neighbor to collect them).
4. If a package will be delivered to you and you won't be home, ask a neighbor to accept it.
5. If you will be moving out in a few days, tell your neighbors and the building representative. They will then know that the people carrying furniture out of your unit are doing so legitimately; they will also look out for the new residents and make it a point to greet them.
6. Check the hallway bulletin board daily for notices from management. They may be security related.
7. Do not hide a key in the common areas. Instead, ask a neighbor to hold it for you.
8. Soliciting is not permitted in Parkside. Report solicitors to the management office.
9. Take responsibility for securing your own residence by installing window locks, charley bars (for sliding doors and windows), etc. particularly in ground- or first-level units.
10. If you have a patio or balcony, leave its light switch on at all times. (A photo sensor in the light will automatically switch the light on at night and off in the morning. These low-voltage lights use very little power. If your outside light is not working, make immediate arrangements to have it repaired.) Keep a spare bulb on hand, and replace burnt-out bulbs immediately. (The management office keeps a supply of these bulbs, which are available for \$4 each.)
11. Park in a well-lit area and always lock your car. Be alert for potential carjackers.
12. Remove items of value (or even anything that could be thought to contain valuables) from your parked car, or at least put them in the trunk or out of sight.
13. Let the management office know of any changes in your work or home phone numbers.

Building Representatives are here to answer your questions about security at Parkside and to pass on information to or from the Security Committee. They are NOT security officers. When in doubt, let the authorities take care of a suspicious situation. But do feel free to contact me if you have any questions.

My home phone number is: _____ in Unit # _____