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ABOUT THOSE DOORS:

Keep the main entrance doors locked. Don't "buzz" someone in unless you know who the person is and they are supposed to be admitted to the building. You should only admit the people you are expecting. Use the intercom to verify their identity before engaging the release on the main door.

Whenever you leave your apartment, even for a short period of time, lock the door. Use both the deadbolt lock and the door lock. It only takes seconds for a thief to sneak in and take your valuables.

Someone is knocking on your door and you are not expecting anyone. Use the eyewiewer to see who it is. Talk to them through the door. Don't trust the chain lock. Chain locks are very flimsy and easily defeated.

NEVER - NEVER - leave notes on your door indicating you are not home.

GROUND FLOOR APARTMENT WINDOWS:

Never leave the windows open while you are away or while you are sleeping. Most apartment buildings have aluminum frame sliding windows. There are inexpensive "channel" locks which require no drilling and are easily clamped to your window frame.

If there are shrubs or hedges near your window, advise the building manager when these reach such a height someone could hide in them and pry at your window. Such decorative shrubs should always be no higher than six inches below your window ledge.

WHAT VALUABLES DO YOU KEEP IN YOUR APARTMENT?

Take an inventory of all your property. This inventory should list the article type, brand name, model name/number, serial number, when the item was purchased and how much it cost. If you have engraved your drivers license number on it, you should include where the number is engraved. Keep this inventory list in a safe deposit box and give a copy to your insurance agent.

Large cash amounts need to be secured in a financial institution. Keeping large sums of cash in your apartment is an invitation for theft.

Keep on hand only the jewelry you regularly wear. The rest should be kept in a secure location, such as a safe deposit box.

For insurance and identification purposes, you should photograph/video tape all jewelry, special collections (coins, stamps, etc.) and other valuables.

You should conduct an inventory of your possessions annually.

A WORD ABOUT INSURANCE:

Consult with an insurance agent you trust. Ask about your needs for "renter's insurance". Also inquire about special coverage for such things as furs, jewelry, and stamp/coin collections. The inventory list you give your agent will help in determining special coverage needs.

OPERATION IDENTIFICATION:

Electric engravers should be used to identify such appliances as televisions, microwave ovens, VCRs, stereo systems and other valuable property. Special glass and porcelain items can be identified with indelible ink pens.

The identification number you use should be either your Michigan driver license number or a Michigan personal identification number, followed by the State abbreviation in parenthesis;

EXAMPLE: W-123-456-789-014 (MI)

Engravers are very inexpensive and can be purchased at hardware stores, appliance stores and other similar retail locations. Engravers are also available from the Crime Prevention Bureau, where one will be loaned to you for three (3) business days, free of charge.

LIGHTING:

As a resident, you are able to locate burned-out lights. These should be reported to the building manager as soon as possible for replacement. Pay particular attention to lights in hallways, stairwells, storage rooms, laundry rooms, and the parking lot.

When you leave your apartment and it might be dark when you return, leave at least one light on.

KEY CONTROL:

Do you keep your apartment keys separate from your car keys? If not, you should consider doing this. A duplicate key could be made from yours by an unscrupulous person who is working as a parking attendant, or as a helper, in a place where you leave your car for repairs.

Always keep your keys with you. Don't leave them in a coat pocket when turning your coat into a "coat check", or where you hang up your coat in public places, such as restaurants.

A thief knows some people will hide keys around the apartment building's main entrance and will look for these. Some people have been known to hide keys under the door mat in front of their apartment door, or have left a duplicate "hidden" on/in their car. Thieves know this. Will they be getting your key?

If you happen to lose your apartment keys, notify the building manager and have your lock cylinders changed.

DEALING WITH INTRUDERS:

You return home to find your apartment broken into. **DO NOT GO IN!!** Go to a trusted neighbor's and call police on 911.

What if you are asleep and someone gets into your apartment? As difficult as it will be, stay in control of your thoughts and try not to panic. Do try to **THINK!** Be very still, pretend to be asleep. If you can do so quietly, shut and lock the door between you and the invader. As soon as you can safely do so, call 911.

PHONE NUMBERS

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME _____ PHONE _____

STREETADDRESS _____

CITY _____ STATE _____ ZIP _____

MADISON HEIGHTS POLICE DEPARTMENT: 585-2100

EMERGENCY: 911