

# Home Security



Ochil View Housing Association Ltd.,  
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Honorary President: Jennifer, Lady Balfour of Burleigh, Chairperson: Margaret Baxter,  
Chief Executive and Company Secretary: Anne Smith, MA CA

Ochil View Housing Association Limited is a registered society under the Co-operative and Community  
Benefit Societies Act 2014 and with the Scottish Housing Regulator No HAL 213  
Ochil View Housing Association Limited is a recognised Scottish Charity No. SC033130  
Property Factor Reference PF000367

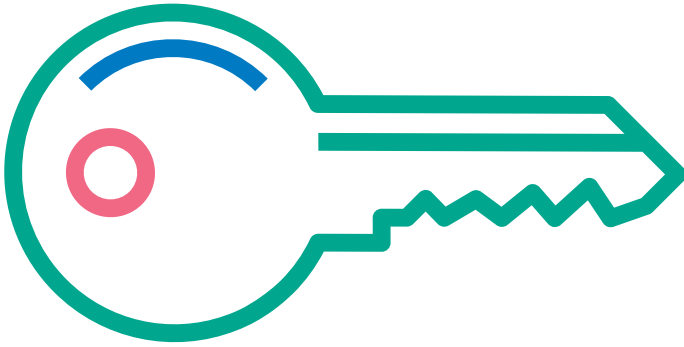


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## Keys

We do not hold spare or “pass” keys for your home. You must return all keys to us at the end of your tenancy.

Make sure you have a spare key to open your home. Keep it in a safe place or give it to someone that you trust. It is expensive to have to break windows or force open your front door if you lose your key.

**We will recover the costs from you if we instruct a contractor to force access to your home. You must pay in advance for this service.**

**Some keys can't be copied without our permission. Tell us if you need copies made, and we will supply them. There will be a charge made for this service.**

## Security

The risk of burglary can be reduced if you

- Always lock your doors and windows if you are going out.
- Don't leave keys under the doormat or in places where others may find them.
- Ask a neighbour to keep an eye on your house while you are away, for example on holiday.

- When you are away, set time switches to switch lights on and off.
- Make sure you cancel any milk, paper or other deliveries.
- Do not leave valuables lying about where they can be seen.
- Hide or lock away passports and official documents - identity fraud is on the rise.
- Don't leave car keys near doors or windows - car theft through burglary is also on the rise, and burglars can stick poles through letterboxes to steal keys.
- Consider marking your property - this puts thieves off because it makes it harder to re-sell the stolen goods. The Police may provide invisible marker pens free of charge.
- Do not keep large sums of money in your home.
- If you live in a block of flats with a controlled entry system, make sure the entry doors are always locked - do not let anyone you do not know into the building.
- All our staff and contractors carry identification as do staff working for Councils, Scottish Water, etc. If anyone calls at your home ask to see identification before you let him or her in. If they do not have proper identification or you are not sure about them, do not let them in. If you are at all suspicious, telephone the Police.
- A Neighbourhood Watch Scheme can help to reduce the chance of break-ins as people keep an eye on each other's houses and watch out for anything suspicious in the area. The crime prevention or community involvement branch at your local Police station can give you advice on setting up a Neighbourhood Watch Scheme. We will help you to get organised, for example by setting up first meetings.