

## RESIDENT PROTECTION MEASURES

### Disclosure of Incidents:

1. Managers shall keep records of all security breaching incidents at the property and shall have a compilation of such incidents available for any prospective resident who requests.
2. Managers shall obtain a detailed report from the local law enforcement agency and condense the information on a Crime Status Report and submit the report to the home office prior to the end of February of each year. This report shall be available to any prospective or current resident if requested.
3. In the event an occurrence has happened on the site that would affect Residents' personal safety or the safety of their property, and a notice to all residents would prevent a reoccurrence of the incident, the Manager shall notify the Property Supervisor immediately and a Security Alert Form (MO-15) is to be issued to all residents of the apartments. If the property has a professional security service, the Manager shall also advise the contractor immediately of any incident on the property.
4. Following Supervisor approval, the Manager shall notify all residents as soon as possible, but in no event later than 48 hours using **Security Alert** (Form MO-15). This notice shall indicate the type of incident, time and location and any recommendations or reminders for the tenants to follow the Security Policies outlined in their Lease.
5. The Manager shall make a point to follow up with any resident who has become the victim of an incident in order to keep careful records of the closure of the incident.

### Safety Recommendations:

1. A set of **Security and Emergency Guidelines for Residents** will be attached and become a part of the resident's lease. The Manager will review these Guidelines with the Resident prior to move-in.
2. Each new resident will receive a copy of a booklet entitled "**Your Personal Safety Crime Prevention Tips for Apartment Residents**" encourage them to read the book thoroughly and follow the instructions therein.
3. Incident reporting will be executed in accordance with instructions set forth in the **Resident Protection Measures** Policy.