

# Home Security Tips

Change all the locks and tumblers when you move into a new house.

If you lose your keys, change the locks immediately.

If someone comes to your door asking to use the phone to call a mechanic or the police, keep the door locked and make the call yourself.

Never leave notes on your door for service people or visitors when you are not home. It's a signal to burglars that the home is empty.

Invest in reliable locks and security systems.

Install a 180 degree door viewer.

If the entrances to your home are dark, consider installing lighting with an motion detector.

Make sure all of your windows are locked.

Do not hide a spare key under the doormat, flower pot, or 'secret' place.

Keep a record of you valuables and keep them hidden and secure.

Use timers to switch lights and radios on and off when you're not at home.

Make sure your answering machine says that you cannot reach the phone, not that you are away from home.

Before traveling, stop mail and newspaper delivery.

Always lock your car and roll up the windows.

Park in well lit areas and as close to the door as possible.

To keep your tools from being stolen, paint the handles. Thieves avoid items that are easy to identify.

Know your neighbors. Develop a rapport with them and offer to keep an eye on each other's homes, especially during trips.

Ensure all personal and home insurance policies are up-to-date and that your coverage is adequate.

If you are arranging with contractors for Home Repairs of any sort (roofing, foundation, driveway repairs, painting, wiring, etc.) use this BASIC CONTRACTOR INFORMATION FORM. The form assists the homeowner in documenting the contractor's identification, contact information, details of the work to be done, and the agreed cost of the work to be done. All homeowners are advised to "know your contractor", and not to do business with suspicious contractors who appear at your door offering to do repairs that you did not request or did not know you needed.

**CALL THE POLICE IF SOMEONE TRIES TO PRESSURE YOU INTO LETTING THEM DO REPAIRS YOU DID NOT REQUEST.**

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**HOME IMPROVEMENT  
BASIC CONTRACTOR INFORMATION FORM**

**NOTE:** This HOME IMPROVEMENT BASIC CONTRACTOR INFORMATION FORM is NOT intended to be a substitute for a legally binding contract. Please seek legal assistance for the completion of a contract, if necessary.

**BEFORE SIGNING ANY CONTRACT FOR WORK, CHECK WITH YOUR LOCAL CITY OFFICES TO ENSURE THE CONTRACTOR IS LICENSED for HOME IMPROVEMENT WORK.**

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***The below information, at a minimum, should be collected by the homeowner on the contractor. All work should have a city inspection permit attached and will be issued to the contractor, NOT THE HOMEOWNER. All work must meet building codes and regulations.***

**NAME OF COMPANY:** \_\_\_\_\_

**CONTRACTOR OR REPRESENTATIVE:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**BUSINESS TELEPHONE NUMBER:** (AREA CODE) \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**BUSINESS CELL / ALTERNATE PHONE:** (AREA CODE) \_\_\_\_\_ **NUMBER:** \_\_\_\_\_

**HOME IMPROVEMENT CONTRACTOR LICENSE #** \_\_\_\_\_

**PROPOSED WORK TO BE DONE:** \_\_\_\_\_

**COST OF WORK TO BE DONE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**DIAL 911 IN EMERGENCY SITUATIONS!**

**WARNING!**

**IF THE INDIVIDUAL TRYING TO DO BUSINESS WITH YOU REFUSES TO PROVIDE THE INFORMATION REQUESTED ON THIS FORM, DO NOT ENTER INTO ANY AGREEMENT WITH THE CONTRACTOR AND CALL THE POLICE DEPARTMENT TO REPORT THE INCIDENT.**