

# Some tips to help keep your property secure...

- 1** Any boundary fences at the front of the building should be kept low to ensure that the main entrance and ground floor windows are visible from the street.
- 2** Side and back fences should be a minimum of 1.8 metres high topped by trellis. If there is enough space prickly shrubbery should be planted against them as an extra deterrent.
- 3** The main entrance should always be locked. Make sure you close it firmly behind you when you enter or leave the building. Don't let anyone in if you do not know them. Bona fide tradesmen should always have identification with them and be able to give passwords for access to the building.
- 4** Intruder alarm systems are the best deterrent against burglary, as burglars don't want to be seen or heard. Time and noise are their enemies. Preferably, an alarm company should be affiliated to an inspectorate body, i.e. 'NSI' or 'SSAIB'.
- 5** CCTV cameras should cover the front of the building.
- 6** Most blocks of flats have entryphone systems to enable residents to control access of visitors to the building. Although they are designed primarily to allow admittance, they can also be a good security system as residents can communicate without having to open their front door and speak to them face-to-face. You can choose who you allow into the building while maintaining a safe and secure distance. Preferably the main entrance should also be covered by CCTV.
- 7** As many flats are only accessible via their individual front door, it must be strong enough to keep out intruders. As these front doors are rarely as strong as those on houses, it is vital they are fitted

with equally sturdy security protection, such as a good quality five-lever mortice deadlock (Kitemarked BS3621). To prevent the door being pulled off its hinges, inexpensive hinge bolts can be fitted to help reinforce the door's joints. If the door itself is not very sturdy then consider replacing it with one at least 44mm thick. A safety chain and spy-hole are also useful if the door is solid.



- 8** Ground floor flats are the least secure. If a burglar decides they want to get into the block then it is much more likely they'll opt for the more accessible ground floor residences. Make sure you have good locks on all windows and if you are away, ask a neighbour to make sure your curtains are open during the day and there are lights on in the evenings.
- 9** Planting prickly shrubs such as Pyracantha in front of windows will make it more difficult for burglars to gain entry.
- 10** Access to garages, sheds, etc. at the rear of the building should be blocked off by a fence and/or shrubs so that only residents can gain entry via an electronic side gate.
- 11** Bin sheds should preferably be brick-built, have a key lock to enter, an automatic door closer and a thumb turn lock to get out.
- 12** Parking bays should not have the flat number indicated as this can let a potential burglar know whether or not the flat is occupied. The area should be well lit.



## ... and don't forget the back and outbuildings

**13** Areas at the back of flats and around garages should also be well lit to prevent mugging and anti-social behaviour.

**14** Metal up-and-over garage doors can be secured with additional purpose made locks fitted to either side, approximately 300mm up from the ground, to reduce the leverage points. An external floor mounted, solid steel locking 'T' bar with a closed shackle padlock, will offer a good visual deterrent and make it difficult to force the door open. Wooden garage double doors can be secured with two substantial hasps and staples and closed shackle padlocks, one towards the top and one towards the bottom.

**15** A garage can be converted to contain storage lockers and bicycle lockers. This will provide secure extra storage for residents. Your landlord/housing association may be willing to do this in co-operation with the tenants' association.



**16** Shed doors can be secured with two substantial hasps and staples and two closed shackle padlocks on the outside, one towards the top and one towards the bottom. External hinge screws should be replaced with one-way clutch head screws to prevent them being removed and access gained this way. Garden tools and ladders should be secured by wrapping a substantial chain around them and padlocking them to an eyebolt which has been secured to the floor or wall. This will prevent them being stolen or used to break into the property. Tools and garden implements should be visibly property marked with the postcode and house name or number, to deter theft and assist police to identify the rightful owner.

**17** A safe which has been securely fixed to a solid wall and/or floor reduces the likelihood of important documents, valuables and sentimental items being stolen.



**18** Always keep passageways, staircases, lifts and fire exits and escapes clear of obstacles, for example baby buggies, bicycles, etc. Common areas should always be clean and well lit. Contact your landlord/agent if there are any problems.



## Multi-occupancy

If you rent a room or share with a group of friends there are precautions you can take to safeguard your property.

Many people living in multi-occupation are students and on average they own more expensive consumer items per person than the rest of the population. It's not surprising that one in every three students falls victim to crime every year.

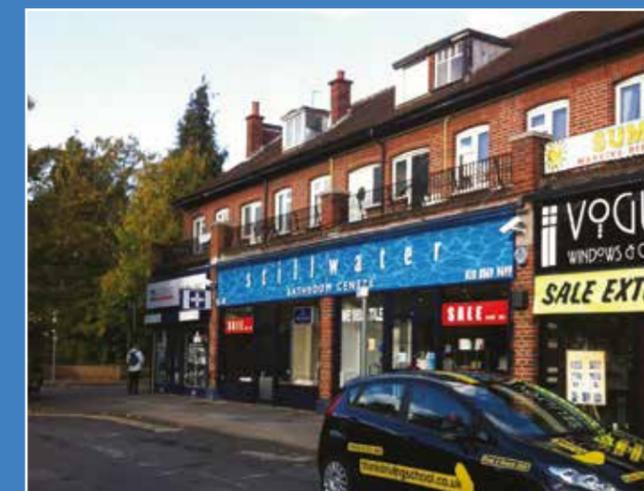
Students are particularly vulnerable when they move into shared private accommodation. One student house could have four TVs, four stereos and four laptops for example. A student property can be a goldmine to a burglar. Those aged between 16 and 24 are around three times more likely to be burglary victims than any other age group.

Multi-occupied houses are also targeted because of their low levels of security. Landlords tend to be more concerned with making money than providing a safe environment for their tenants. It is unusual for these properties to be fitted with good security features such as a burglar alarm or mortice locks.

### Basic common sense precautions

- Always lock up when leaving the property and if you have deadbolts then always use them.
- All residents should have their property insured.
- Mark property with the UV pen provided in this kit. This will make it more difficult for a burglar to sell your valuables.
- If the house is left unoccupied during the evening then at least one light should be left on at the front or back of the house. As an extra precaution it is also worth leaving a radio on to create some lively evening in' ambience.
- If you have a room on the ground floor either keep your curtains closed or better still, hang a net curtain so that your property can't be seen from outside.

## Flats above shops



Flats above shops almost all fall into two categories. They are either entered from the street or access is at the rear of the building often by a back alley.

The second type is far more vulnerable to burglary as these alleys are often badly lit and anyone wanting to break in is hidden from public view.

They are also ideal places for crimes such as mugging and drug abuse as they can be carried out without anyone being aware they are happening.

- Flats should have a separate entrance with a secure front door and well-lit access.
- If access is via an alleyway it should also be well lit and securely gated with entry restricted to residents and those given access by residents.
- Flat doors should be made of hardwood with a built-in multi-point locking system.
- There should be an entryphone system.
- Common parts, ie hallways, staircases and landings should be well lit and maintained.
- Fire and smoke alarms with emergency lighting should be installed. There should also be a fire protected escape route with fire resistance of 30 minutes.
- A secondary exit should be provided in case of fire.

**Most of these precautions are the responsibility of the landlord or freeholder. If they are not in place, contact the letting agent/building supervisor to find out whether these measures can be carried out.**



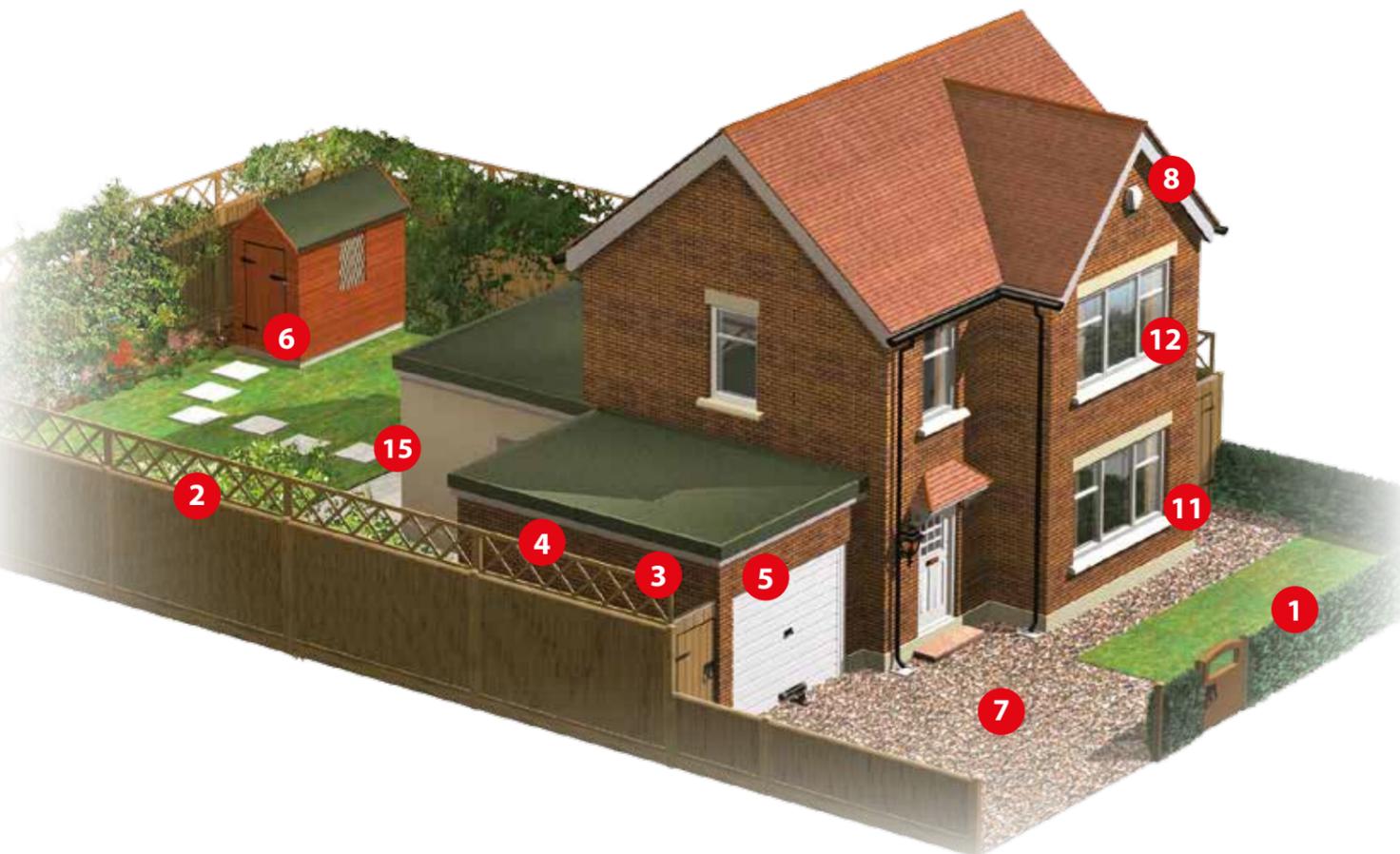
# If you live in a house, you may have different security problems

Houses can be more vulnerable than flats as they can also be accessed from the back and sides of the building.

Outbuildings and boundaries can be vulnerable too.

Most burglaries are opportunistic.

We cannot guarantee that the following measures will assure you of a crime free future, but by increasing your home security, you will dramatically reduce your chances of becoming a victim of burglary.



## Some tips to help you feel safe and secure in your home

- 1 Low front boundaries should not exceed 1 metre in height, to allow natural surveillance and increase the chances of a burglar being seen.
- 2 Side and rear boundaries should be a minimum of 1.8 metres in height. If a boundary exceeds 2 metres in height, planning permission may be required. An additional diamond style trellis topping is difficult to climb and provides a framework for spiky, defensive planting, such as climbing roses.
- 3 Side gates should be level with the front building line, secure and the same height as the side and rear boundaries.
- 4 Wheelie bins should be stored behind secure side gates until collection day, to prevent them being used as climbing aids.
- 5 Metal up and over garage doors can be secured with additional locks fitted to either side and/or a floor mounted locking 'T' bar with a closed shackle padlock. Wooden garage doors can be secured with two substantial hasps and staples and closed shackle padlocks.
- 6 Shed doors can be secured with two substantial hasps and staples and closed shackle padlocks. Wrap a strong chain and padlock around ladders and garden equipment. Burglars use garden tools to force entry. Replace hinge screws with one-way clutch head screws and secure windows with internal grilles.
- 7 Gravel and pebbles on driveways and paths prevents a silent approach.
- 8 An intruder alarm system installed by an NSI or SSAIB affiliated company is an excellent deterrent. Most burglaries occur at the rear, so have an additional active alarm bell box fitted at the rear, as well as the front, to deter intruders approaching from neighbouring gardens or alleyways.
- 9 Fit low wattage 'dusk until dawn' security lights, as PIR (passive infra-red) sensor lights can be accidentally activated by animals.
- 10 Most UPVC and aluminium doors have multi-locking handles. If you have one of these doors, it is vital that you lift the handle and lock it with a key. If you haven't got a multi-locking handle, surface mounted key operated locks can be fitted to the top and bottom. Wooden doors should have British Standard 5-lever mortice locks. A front door should also have an automatic deadlocking rim latch and a back door should have two mortice rack bolts, fitted to the top and bottom.
- 11 Downstairs windows or any easily accessible windows should have key operated locks. Shut and lock all windows when you leave the house or go to bed.
- 12 A safe, fixed to a solid floor and/or wall will prevent valuables and sentimental items being stolen. Property marking and photographing valuables assists police to return stolen property. Timers linked to lights and a radio will give the impression that somebody is at home.



# Who's knocking at your door?

## Distraction Burglary/Bogus Callers

Most callers are genuine, but some aren't. Burglars won't go to the trouble of breaking in if they can just knock on the door and be invited in. So always be on your guard when unexpected visitors - men, women or even children - turn up at your door.

- Occasionally some callers will pretend to be on official business from utility companies such as Gas, Electricity and Water - or the Council. They may pretend to be tradespeople or workpeople who are calling to carry out urgent repairs or may claim that they have lost something in your back garden.
- Beware of anyone who says they are in a hurry. If in doubt, call a neighbour or friend.
- Check to see who is at the door by using your door viewer, or looking through a front window.
- Always put the chain on before you open the door, as this is a barrier against unwanted callers.
- There are two checks that you can easily put in place to help verify that a caller claiming to work for one of the utility companies is genuine. All of the utility companies operate password schemes. Contact the customer services department and set up a password with them.
- Also, make a note of your customer number, which can be found at the top of the utility bill and keep it handy. This number is unique to your household.
- As added proof of identity, genuine tradespeople should carry an identification card with their photograph on. Check this carefully and keep the chain on.
- When an unexpected caller claims they work for one of the utility companies, they must be able to quote your password and unique customer number and produce an identity card.
- If you're unsure about the caller's identity, telephone the company the caller claims to represent, but don't rely on them giving you the number as it may be false.
- Genuine callers won't mind waiting.
- If you're still unsure, ask the caller to come back later so that you can arrange for a friend or relative to be present.

## Shared driveways

Shared driveways should where possible be gated at the front building line. If not, they provide burglars with an opportunity to gain easy, unobserved access to the rear of your property. Gates should be locked and be the same height as your side and rear boundaries.



If it is not possible to gate a driveway at the front, it is vital that gates at the rear building line are locked and secured and any objects such as wheelie bins are removed and stored behind them to prevent easy climbing.

## Burglaries to garden sheds and garages



Consider for a moment what you store in your shed or garage and take a look at the lock, the door and even the quality of the building. How many of us even bother to lock the shed door?

These sometimes flimsy outbuildings are usually full of expensive power tools and gardening equipment including petrol mowers and hedge trimmers worth hundreds of pounds and easily sold on by the thief. Even a few inexpensive tools left in your shed could cost you a small fortune.

**Why should a thief carry tools to break into your house when you can supply them?**

## Protect valuables and sentimental items

Property marking valuables helps to deter theft and assists police to return stolen property to its rightful owner. Mark the property with your postcode and house name or number using the ultra violet pen included in this pack.

Companies such as Smartwater or SelectaDNA specialise in providing more permanent marking, including etching or tracer solutions. These consist of colourless liquids, which have unique chemical codes specific to your premises and are almost impossible to remove. If burglars are detained with property that has had this liquid applied, it ties them to a particular burglary.

A number of companies specialise in property marking art and antiques, but we would advise that you seek advice before doing so, to prevent the object being devalued.

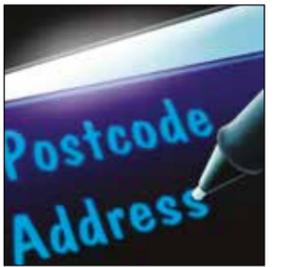
Photographs can greatly improve the chances of recovery. Take a number of photographs of each item, concentrating on any unique, distinguishing marks and features. Use a plain background and indicate the object's size and dimensions by placing a ruler in the photograph and noting down the measurements. Keep a written

record of any distinguishing marks, repair marks and/or hallmarks and show the back and front of paintings. Remember - a valuable object does not have to be one of financial worth, so record items which have sentimental value to you as well.

Having documented, photographed and marked your property, keep this information in a safe place. Do not keep it in anything that might be stolen.

Immobilise is a free online property register, which allows you to record details of possessions which have serial numbers, including bicycles, on a secure, offsite inventory. Immobilise is used by police to trace owners of lost or stolen property. For more information visit

[www.immobilise.com](http://www.immobilise.com)



Property mark valuables



Photograph valuables



Keep valuables in a safe

## A special message for the Asian community



At certain times of the year, especially during festivals and at weddings, it is customary for valuable jewellery to be worn. It is on these occasions that extra special care should be taken.

Keep your jewellery covered when you are in public places and wear your bag across your body, so that it opens on the side facing you. If somebody does try to snatch your bag or your jewellery, let it go and don't fight to keep it - you're less likely to be hurt.

If you have taken valuables out of secure storage for the festival make sure you have somewhere safe to keep them in your home. Don't leave them lying about. A small safe securely fixed to a solid surface will protect valuables and sentimental items.

## Met Trace

Traceable liquid is a pioneering property-marking technology containing a unique forensic code which can only be seen under ultraviolet light. Any marked item can be traced back to its owner, providing police with powerful forensic evidence to convict thieves and to identify the owner's details.

### Key Benefits

- No two solutions contain the same forensic code - making your assets uniquely identifiable.
- Invisible to the naked but glows brightly under UV light.
- It is easy to apply and is almost impossible to remove.
- The first traceable liquid to hold BSI 820:2012 Grade A External specification which is guaranteed to last for a minimum of 5 years outdoors, giving you long term protection.

# Mark and record your property

Remember to keep all receipts, guarantees, valuations, related bank and credit card statements as these provide proof of purchase and ownership.

ITEM	MAKE	MODEL	SERIAL NO	PURCHASED	VALUE
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DESCRIPTION	DISTINGUISHING MARKS/FEATURES
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# The most important items for your safety and security are...

## Locks and bolts



Mortice lock



Night latch cylinder lock



UPVC door lock



Sash jammer

### Mortice locks

The best mortice locks are either 5-lever or 6-lever mortice locks. Ideally, mortice locks should be fitted to BS3621, the minimum requirement for your household insurance policy. There are a number of mortice locks that offer even higher protection with the addition of a high tempered steel anti-drill hardplate making entry to these types of locks very difficult.

### Night latch cylinder locks

Commonly known as 'Yale' locks - we recommend a minimum of 6-pin rim cylinder locks which offer a higher level of security to your door rather than a standard 5-pin and tumbler rim cylinder. We would also strongly suggest fitting an anti-slip Yale to prevent the credit card trick (as seen on James Bond films!).

### UPVC door locks

Commonly known as Euro (or European) cylinder locks - there are many different types of Euro profile cylinder locks, ranging from the run of the mill to the top end high security anti-bump, anti-snap, anti-drill, and antipick cylinder locks. There are many brands, to name a few, Cisa, Asec, Garrison (Mul-T-Lock), Yale, Cobian, Legge, Fuhr, Mila, Sterling and UAP. All of which offer excellent protection from the common thief. UPVC doors are only as secure as the lock fitted. A cheap lock will make bypassing the locking points on a UPVC door VERY easy so don't settle for second best. Fit a good anti-snap lock at bare minimum (sometimes referred to as break-safe locks). For added protection we strongly suggest fitting sash jammers to UPVC doors as well for added protection.

### Sash jammers

A cost effective, easy fit solution to provide additional security for UPVC doors and windows. Installation is simple - the lock is screwed to the door or frame with the two self tapping screws in less than a minute. We suggest two sash jammers be fitted to doors and larger windows. Sash jammers should not be used INSTEAD of snap-secure cylinders on doors. They DO provide additional strength but are no substitute for high security cylinder locks. They should be used on windows and doors in conjunction with cylinder locks.

# Secure your doors and windows

Burglars choose homes that have little or no obvious security, have easy, unobserved access to the side and rear, and provide them with the chance to gain entry without being seen or heard. It is possible to dramatically reduce burglaries by taking simple security measures to deter burglars and remove some of the opportunities that present themselves as easy targets.



UPVC/aluminium front door



UPVC/aluminium back door



Wooden front door



Wooden back door

- UPVC and aluminium doors should have multi-locking systems. Additional mortice deadlocks and/or key operated throw bolts can be fitted to provide additional security and reduce the leverage points.
- Householders should be reminded to lift multi-locking handles and lock with a key, to prevent burglars reaching in through the letterbox to open the door. Internal letterbox shields also prevent car or house keys being fished through the letterbox.
- Wooden front doors should be solid timber, with a BS 5-lever mortice lock one third of the way up and an automatic deadlocking rim latch one third of the way down.
- Wooden back doors should be solid timber, with a BS 5-lever mortice lock and two mortice rack bolts.
- Frames should be reinforced with metal strips called 'London' and 'Birmingham' bars.
- Hinge bolts should be fitted to outward opening doors.
- Glass panels in doors should be replaced with laminated glass or reinforced internally with security film or grilles.
- Door viewers provide good vision and door chains provide a barrier against unwanted callers.

## We recommend these locks and other safety devices



Key operated throw bolt



BS 5-lever mortice lock



Automatic deadlocking rim latch



Mortice rack bolt



London/Birmingham bar



Hinge bolt



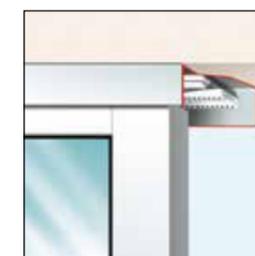
Door viewer (with intercom)



Surface mounted key operated window lock



Surface mounted patio door lock



Patio door anti-lift device



Letterbox shield



Door closer

# Open window burglaries

In warm weather, people leave windows and doors open for ventilation.

**This gives burglars an easy opportunity to gain entry quickly and quietly or reach in to open larger windows.**

Small windows often give access to larger windows so, no matter how small they are, make sure you lock them.

These burglaries occur at all times of the day and night. It is therefore essential that you remember to close and lock all doors and downstairs windows, especially those adjacent to flat roofs and large downpipes.

**An open window is an open invitation!**



## Intruder alarms

There are three different types of alarm system response:

- 1. A monitored system which provides a police response - if the alarm is activated it signals to the alarm receiving centre who will contact the keyholders and the police. The alarm company will charge an ongoing fee for this facility, on top of the initial installation.**
- 2. Speech dialer - if the alarm is activated, the system dials out to a selection of pre-programmed keyholder telephone numbers (not 999) to alert the recipient. The alarm company will charge a one-off purchase price for the speech dialer, on top of the alarm installation.**
- 3. Audible only system - if the alarm is activated, it will sound, but relies on neighbours and passers-by to respond.**

All alarm systems must stop sounding and re-arm themselves after 20 minutes.

DIY systems are also available, but are not eligible for a police response.

An alarm company will usually fit an active alarm bell box at the front of the building (which has a sounder and a flashing light) and a dummy bell box at the rear. Owing to the fact that most burglaries occur at the rear of the premises, it is good practice to recommend that the householder has an active alarm bell box at the rear as well. This will ensure that if a burglar compromises the rear boundary security, they will clearly see that the premises is alarmed, no matter what time of day or night.

**Alarms are the best deterrent against burglary. Remember, burglars do not want to be seen or heard. Time and noise are their enemies.**

The alarm industry is governed by inspectorate bodies similar to the 'Gas Safe Register' who oversee the gas industry. By choosing a company affiliated to one of the recognised inspectorate bodies such as 'NSI' (National Security Inspectorate) or 'SSAIB' (Security Systems and Alarms Inspection Board), it guarantees that they have met the high standards and business ethics required to be members.

# Porches



A porch is a proven deterrent to would be thieves and can give an extra layer of security by having a sturdy locking door that could also be alarmed to deter opportunist burglars. All porches should have high security locking systems on windows and doors, with secure hinges and safety toughened glass.

Porch base construction should be built in compliance with Building Regulations and good building practice, preferably using identical building materials and finishes to the rest of the building, with either a tile or slate roof.

Letter boxes should not be fitted into doors as they can be used to access latches and, if they are near the base of the door, anything on the floor such as mail can be liable to theft.

# Fishing for car keys

This type of offence has become a trend over recent years, mainly because modern cars are very difficult to steal without the car keys. Burglars intent on stealing the car, which is usually on view in the driveway, will attempt to break into homes looking for car keys.



One method is to peer through the letterbox and see if the keys have been left within easy reach.

It has been known for the thieves to fish for the keys using implements poked through the letterbox and these have been used in the same way to hook onto internal door handles which have not been deadlocked to gain entry to the house.

**Reduce the risk of this type of offence happening by:**

- If possible garage your car overnight
- If you have a burglar alarm, zone the downstairs area overnight
- If you do not have a burglar alarm consider installing one
- Keep your house and car keys in separate places
- Leave your car keys in less obvious areas, out of sight
- Keep your doors locked even when you are at home



## Drainpipes, scaffolding and balconies

Burglars can scale drainpipes or scaffolding and access flats via balconies.

- Use anti-climb paint
- Fit anti-climb spiked collars to vertical poles and pipes
- Shut and lock windows at night and when you are out of the room
- Scaffolding should be alarmed and fitted with CCTV cameras



# Insure your household contents

Contents Insurance covers household possessions against loss, damage or theft. Items covered by a typical policy include electrical goods, CD and DVD collections, furniture, carpets, clothing, ornaments and paintings.

There are two types of standard contents insurance. The cheapest is an 'indemnity' policy, which takes into account an amount for wear and tear. Usually more expensive is a 'new for old' policy, which means that you'd be paid the full amount for a replacement.

Some insurers offer accidental damage cover as standard, but in most cases you will have to pay extra for this. Extra cover can also be bought for valuable jewellery, antiques, artwork, transportable items and the contents of your freezer should a power cut cause it to defrost.



## Externally beaded windows

Some UPVC windows have the plastic beading which holds the glass in place on the outside.

Ideally, windows should be internally beaded to prevent the glass being removed, however external beading is sufficient if the glazed unit has been secured in place with either security clips, security tape or sealant.

Any reputable window company should be able to help you put this right.

# Home Security Survey

## IMPORTANT

Please take the time to fill in the survey on this page and overleaf. It will enable you to identify key areas in securing your property from opportunist burglary.

### 1. Front Boundaries

Fences at the front of the building kept low.

YES  NO  N/A

Main entrance and ground floor windows visible from street. (see p7)

YES  NO  N/A

### 2. Side and Rear Boundaries

A minimum of 1.8 metres in height.

YES  NO  N/A

Diamond style trellis topping.

YES  NO  N/A

Spiky, defensive planting, such as climbing roses. (see p7)

YES  NO  N/A

### 3. Car Parking Spaces

No numbers on parking bays

YES  NO  N/A

The area should be well lit. (see p3)

YES  NO  N/A

### 4. Driveways

Gravel and pebbles on driveways prevent silent approach. (see p7)

YES  NO  N/A

### 5. Shared Driveways

Should where possible be gated at the front building line. (see p8)

YES  NO  N/A

### 6. Alleyways

Should be gated to prevent access via the rear of the building. (see p3)

YES  NO  N/A

### 7. Garage Doors

Metal up and over doors secured with additional locks.

YES  NO  N/A

Floor mounted locking 'T' bar with padlock.

YES  NO  N/A

Wooden doors secured with hasp, staples and closed shackle padlocks. (see p7)

YES  NO  N/A

### 8. Side Gates

Level with the front building line.

YES  NO  N/A

Secure and the same height as side and rear boundaries. (see p7)

YES  NO  N/A

### 9. Outbuildings/Garden Sheds

Doors secured with two substantial hasps and staples and closed shackle padlocks.

YES  NO  N/A

Strong chain and padlock around ladders and garden equipment.

YES  NO  N/A

One-way clutch head screws.

YES  NO  N/A

Secure windows with internal grilles. (see p7)

YES  NO  N/A

# Letter boxes



## Letter boxes can be vulnerable to burglary

Mail can be stolen or access can be gained if the box is large and close to an inside latch.

If your letter box is on your front door, a simple precaution is to attach a shield to the inside.

Letter boxes on blocks of flats should ideally be of the "through the wall" type with access only from the inside of the building by means of a key held by the resident.



## 10. Front Doors

**Flats:** Main entrance should always be locked.

Entryphone system. (see p3)

**Houses:** Key operated locks fitted.

British Standard 5-lever mortice locks fitted to wooden doors.

Automatic deadlocking rim latch.

Frames reinforced with metal 'London' and 'Birmingham' bars. (see p7)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

## 11. Letter boxes

**Flats:** "Through the wall" type.

Access from inside of building. Key held by resident. (see p16)

**Houses:** Preferably wall mounted. (see p15)

Door mounted to have letterbox shield. (see p13)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

## 12. Windows

Key operated locks. (see p7)

Sash jammers. (see p12)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

## 13. Front Porches

Sturdy locking door preferably alarmed.

High security locking systems on windows and doors.

Secure hinges and toughened safety glass.

Base construction in to comply with Building Regulations. (see p15)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

## 14. Side, Back and Patio Doors

Key operated locks fitted.

British Standard 5-lever mortice locks fitted to wooden doors.

Automatic deadlocking rim latch.

Frames reinforced with metal 'London' and 'Birmingham' bars. (see p7)

Anti-lift device fitted to patio doors. (see p13)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Please tick the boxes where applicable and keep a copy of this checklist for your insurance company.



**Victim Support are the national charity giving free and confidential help to victims of crime, witnesses, their family, friends and anyone else affected across England and Wales. They also speak out as a national voice for victims and witnesses and campaign for change.**

They are not a government agency or part of the police and you don't have to report a crime to the police to get their help. You can call them any time after a crime has happened, whether it was yesterday, last week or several years ago. They have offices throughout England and Wales and run the Witness Service in every criminal court.

### Help for victims

**Their services are free and available to everyone. Their trained volunteers offer:**

- someone to talk to in confidence
- information on police and court procedures
- help in dealing with other organisations
- information about compensation and insurance
- information on other sources of help

**You can contact them through your local branch or through the Victim Supportline on 0845 30 30 900.**