



Access to apartment buildings

Key crime prevention tips

- Be conscious of who you let in.
- Secure your apartment.
- Secure the building.

Secure access checklist

Be conscious of who you let in

- Be aware of your surroundings and ensure no one follows you into the building.
- Do not allow entry to people you do not know.
- Do not allow entry to delivery people. Meet delivery persons at the front entrance.
- Ask for identification if someone says they are from the police. You can ask for their name and station, and call the station to confirm.
- When accessing the carpark, pause to ensure the gate or door closes behind you.

Secure your apartment

- Lock all doors and windows.
- Do not leave keys in door or window locks.
- Install a peephole (door viewer) to see who is at the door.
- Install a security screen door.
- See "Preventing home burglaries" for more.

Secure the building

- Lock your mailbox.
- Ensure doors close and lock after you.
- Lock tools and ladders away when not in use.
- Report all broken doors or gates to building management.

Tips for body corporates or owners' corporations

- Install a CCTV system.
- Fit self-closing doors and gates.
- Ensure fences, gates and bins are not climbable.
- Ensure mailboxes are only accessible to residents using a swipe card or key. Ensure the CCTV system captures the mailbox area.
- Install a key or swipe system at all entry points, including the carpark door.
- Install an alarm system.
- Install sensor lighting.
- Install warning signs around the perimeter of the property. These can include "trespassers will be prosecuted" and "CCTV in use".

What to do if you see something suspicious

- Do not confront the person.

Report it

- For emergencies, to report a crime in progress, or for immediate police attendance, call Triple Zero (000).
- For non-emergencies, call the Police Assistance Line on 131 444 or report online at www.police.vic.gov.au/police-assistance-line-and-online-reporting.
- Report anonymously to Crime Stoppers on 1800 333 000 or www.crimestoppers.com.au.

**For more information,
visit police.vic.gov.au/your-safety**