



PERSONAL SECURITY REMINDER

- Do not admit anyone you do not know into the building. If someone attempts to follow you in when you enter, politely ask them to call either the reception desk or security to gain access. If the person is uncooperative do not confront them, but get a safe distance away and notify security.
- To prevent unwanted intruders, keep your doors and windows locked at all times. Doors should not be propped open.
- Do not leave your car doors unlocked, windows open or any valuables in plain view inside your vehicle. Visible electronic devices and other valuables can result in smash and grab thefts from parked cars.
- For extended absences or vacations, notify the Management Office you will be away. Be sure to stop your newspaper deliveries and mail, or arrange to have a neighbor pick up papers left by your door. You may also request to have your mail held at the Management Office.
- Do not hesitate to call security for any reason. Security is available 24/7. Call #333 or 216/751-1100.

Don't forget that Moreland Courts Security Officers are available at night for escorting any resident who wishes to be accompanied outside after dark. Please call the security desk at the below numbers for this service.

**The telephone numbers for the security office are:
333 or 216/751-1101**