

How to...

Understand communal security



**GH
Property
Management**

The Right Choice.

GH Property Management Services Limited strive to ensure all occupants sharing communal living spaces are made aware of best practice to keep themselves and their property safe.

This leaflet is a guide to help you reduce the risks to you and your home.





Ways of managing security:

- Be vigilant about who you let into the building, ensure that you only activate the door entry to your own guests.
- Do not allow someone into the building as you are entering or leaving if you do not know them.
- Please ensure you close all communal doors behind you when entering and exiting the property – and ensure the door latches, even if the door has a self-closer, to prevent opportunist thieves and homeless from entering the building.
- Do not give out entrance codes or keys to a third party.
- Do not leave any possessions outside your property in hallways or corridors.
- Always close and lock external doors and windows when you go out.
- Do not leave spare keys outside the property, under mats or in garages etc.
- Communal bike sheds and bin stores should be kept secure where possible.
- If you are using bike storage, ensure your bike is locked securely to an immovable object if possible.
- Ensure your letter box is fully functional and do not leave mail in communal areas for longer than necessary.
- Request that parcels are delivered when you are there to receive them.

**If you spot anything unusual you should report it to the local Police authority on 101.
(Remember 999 is for emergencies only)**



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