

IMPORTANT PUBLIC SAFETY TIPS & INFORMATION

- Always deadbolt/lock your door when you're home and lock your door and windows when you go out.
- If you find doors wedged open, dislodge them and close and lock them.
- Report any suspicious activity in your hallway to Public Safety of the Somerville Police Department.
- In buildings with a doorbell system, do not let strangers in.
- Tell your visitors to always ring your doorbell to gain entry to your unit.
- If you notice any hazardous or potentially unsafe conditions such as broken locks or hallway lights out, report this to the Maintenance Department at 617-625-4522.
- Make sure to register your household's vehicle(s) with your Housing Manager to obtain a SHA parking sticker.
- Any vehicle without a SHA parking sticker or illegally parked will be ticketed and/or towed at the owner's expense.
- City of Somerville parking rules are enforced by Public Safety.
- Ensure your visitors are parked in assigned visitor parking area(s) at each development. SHA does not issue or recognize any Visitor Passes on any of our properties.
- Remember to take your house keys with you. Residents requiring lock-out services after their **second** lock-out will be charged a fee for each lock-out service rendered.
- When having guests over, refrain from illegal acts, making excessive noise or any other activity that can affect the peaceful enjoyment of the premises by other residents.
- Parents should always be aware of their children's activities and will be held responsible for their actions.
- All sports activities are forbidden between family development buildings and must be conducted in designated areas, playgrounds, or parks.
- Residents are **prohibited** from smoking in their units, building hallways, community rooms or administrative offices.
- Tampering, blocking, or disabling a smoke detector is prohibited and against the law.
- When the fire alarm rings, always assume it is not a drill and evacuate quickly and immediately.
- When moving into any apartment, locate the closest escape route and designate a location away from the building for your family to meet.

**For more information about SHA Policies, please visit our website at
www.sha-web.org**

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