

ESSENTIAL RULES FOR SECURITY – NO EXCEPTIONS

- **Do not loan your fob, card, key or entry code to service providers, delivery personnel, real estate agents or anyone else as your access device is programmed for unlimited access. This compromises security for all Ambassador residents.**
- **Do not let strangers “trail” you in through any of the doors. If someone asks to be let in as you are entering or leaving the building, politely explain the policy i.e. only the person who is expecting the guest may provide access.**
- **Do not allow contractors or vendors to enter or exit the front door unescorted.**
- **Do not open any door to strangers, including workers or service providers.**
- **Do not leave any outside door open and unattended. If you see a door propped open, with no one in sight, close the door.**
- **Never buzz anyone into the building unless you are certain of the person’s identity.**
- **If your fob, card or key is lost or stolen, notify the Manager immediately so that it can be deactivated.**
- **Please notify the Manager when you will be away and/or guests will be staying in your unit for a period of time.**

The security of our community requires that we all adhere to these rules without exception! There is a \$100 fine for security violations.

Received by:

_____ Unit # _____ Signed

_____ Unit # _____ Signed

Date