

## SECURITY POLICY

The security of all residents of the Marshall House Apartments is a priority in our mission. In order to protect and diminish the concerns of residents, the following rules have been implemented into the Marshall House “House Rules”:

1. Tenants of the Marshall House, and members listed on the **Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures HUD-50059** will be the only individuals in possession of the building entry fob/key.
  - a. Tenants are not to give this entry fob/key to any other individual not listed on the lease for entry into the building at any time.
2. Tenants, or their household members, or their visitors or guests are **prohibited** from propping any exterior door open for any reason without obtaining prior management approval.
3. Tenants are prohibited from allowing or admitting **ANY** visitor, into the building, that is not their guest.
4. Tenants have the responsibility to inform their family, friends, guests and visitors (hereby referred to as “visitors”) of our entry rules. Entry rules are as follows:
  - a. Visitors are to contact the person they are here to see by means of the phone entry system. Visitors must find the 3 digit code listed for the person they are to see, pick up the phone and dial # and the three digit code. This action will ring the phone in the tenants unit and upon answering the phone, the tenant will reserve the right to permit or deny entry into the building. If a tenant chooses to allow the visitor in, simply hit the number 9 on your phone keypad and this action will release the entry door. If a visitor needs assistance, they may dial #100 during regular business hours and office staff will assist them.
  - b. If a visitor should bypass the security system and slip in through a door that hasn't secured yet, advise them kindly of the process for entering the building. This is for the security of all our residents.
5. Personal security is the responsibility of the tenants. If you do not know the person contacting you to gain entry to the building, you may simply hang up your phone. Do not admit unknown individuals into the building. During regular office hours, you can contact this office for further assistance or to investigate the call you had just received.
6. Marshall House management reserves the right to ban any individual from the property who violates this policy or otherwise poses a threat to the safety or security of Marshall House tenants, visitors or staff.