

Mobile Insurance Security Audit Checklist

Security Management Program	Yes	No	N/A
Tenant screening process in place and uniformly applied (e.g., background checks)?			
Guest policies (guest parking policy, extended stay policy, guest sign-in) are in place and communicated?			
Periodic audits done to ensure tenant on record is in fact occupying the unit and not subletting to another party without property manager knowledge?			
Are vehicles parked at property regularly monitored to distinguish between tenant and guest vehicles?			
Are tenants required to display an identifier on the window of their vehicle?			
Are security incidents documented and investigated?			
Is any corrective action taken documented and followed up upon through resolution?			
Environmental Security Monitoring	Yes	No	N/A
Management keeps abreast of crime in the surrounding community and evaluates whether changes need to be made to security program?			
Management makes residents aware of security issues in the surrounding community?			
Security Attributes/Environmental Design	Yes	No	N/A
Is the property perimeter fenced?			
Is the property visible to passersby through low ground foliage?			
Tree canopies are trimmed high (8+ ft)?			
Fences allow property to be seen through? (including dumpster corral fencing)			
Concealed areas are kept to a minimum?			
Any concealed areas present have additional controls in place? (lighting, surveillance, etc.)			
Property boundaries are clear?			
Boundaries delineating private individual resident space vs. common area space are clear?			
Property has an overall "cared for" image that communicates ownership, care and security?			
Landscaping is regularly manicured?			
Graffiti or other vandalism is removed/repaired as soon as possible?			
Landscaping features, equipment and furniture do not provide opportunity to gain access to property? (e.g., taller trees able to be climbed within proximity of multi-story windows, ladders, furniture placement, etc.)			
No blind corners present?			
No entrapment spots present?			
Street/building numbers are clearly visible and identifiable?			
Entry and Access Control	Yes	No	N/A
Property entrances are clearly identified and delineated?			
Property entrances are monitored – either by staff or video surveillance?			
Entrances are kept to as few as possible?			
Master key accountability program in place?			
All master keys are accounted for?			
Are locks changed upon turnover or for other necessary reason?			
Are doors equipped with peepholes?			
For key fobs (used for building entrance, parking lot entrance, etc.), are periodic audits and recertification done?			
Is there a listing of staff members possessing property master keys?			
Are keys stored in a secured location?			
Is staff prohibited from copying keys?			
Target Hardening	Yes	No	N/A
Areas that need to be controlled or restricted are marked as such and maintained that way?			
Doors, windows and associated locks are functioning properly?			
Fencing is intact?			
Additional hardening features (e.g. bars over windows) are intact and functioning?			
Are any outward swinging doors provided with hinge separation protection?			
Are any outward swinging doors protected by pry-prevention?			

Objects kept away from doors that could be used to prop them open?			
Lighting	Yes	No	N/A
Are all lighting fixtures functioning and orientated correctly? (i.e., lamps not burned out, lamps not obscured)			
Lighting turns on when needed (dusk-to-dawn, photoelectric vs timer)?			
Is lighting level appropriate for area of property? Lighting should not only illuminate horizontal surfaces for life-safety (e.g., walkways for STF prevention), but should provide enough illumination of vertical surfaces for identification of would-be perpetrators. Rules of thumb (entrances: 10 fc, walkways: 1 – 4 fc, open yards: 2 fc, parking structure: 5 fc, open parking lot: 0.2 – 2 fc).			
Vertical illumination of trees and bushes to minimize perpetrator hiding places?			
Illumination of possible entrapment spaces? Those that are not needed for access after dark should have access restricted and remain dark so as not to create false sense of security.			
Is lighting present at all building entrance points?			
Are exterior lighting fixtures protected against breakage?			
Surveillance	Yes	No	N/A
Existing surveillance cameras are functioning properly and orientated correctly to meet intended goals			
Signage present notifying tenants and guests that the property is under surveillance and that cameras are not actively monitored for life safety purposes?			
Video surveillance is recorded and kept for a period of time (typically one month)			
There exist no obvious, critical areas where surveillance coverage is lacking			
Is lighting appropriate for goals of security cameras (if applicable)?			
Security Guards/Law Enforcement	Yes	No	N/A
Liaison relationship present with local law enforcement?			
Are local police familiar with the property/layout?			
Are police patrols of the property completed regularly?			
Are times of police/security guard patrols of the property randomized?			
Are security guards present on site?			
Guard hours of coverage meet the needs of the property?			
Check/audit done to confirm security is present when contracted for?			
Contract in place with security firm includes risk transfer, hold-harmless language			
Security firm has appropriate insurance in place with organization listed as named additional insured and current certificate of insurance on file			
Any security incidents are documented, reviewed, and action taken			
Tenant Education	Yes	No	N/A
Are security policies shared with residents?			
If security-related incidents are occurring in the surrounding community, are notices provided to residents along with tips to keep themselves safe?			
Residents encouraged to report issues? (“See something, say something”)			
An avenue for reporting issues is provided to residents?			
Residents informed about how to report security issues/concerns to management?			

Please complete as much of this application as possible and return it by fax, email, or regular mail to:

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