

Courtesy Officer's Duties List

I, the undersigned, agree to abide by this duty list in exchange for an apartment under the terms of the Rent Concession Agreement attached to this Duty List.

1. Sign a six-month lease. At the end of which if either party is not satisfied then officer will vacate the apartment.
2. Walk the property frequently during different hours of the day and night.
3. Make presence known throughout the property.
4. Speak personally with the site-manager at least weekly.
5. Contact the site-manager immediately as problems arise.
6. Conduct programs for residents (like DARE, Ident-a-kid, etc.)
7. Keep the site-manager informed of strangers on the property.
8. Report any outside security lights that may not be operating properly.
9. Make recommendations for any security related improvements that may help the property.

Courtesy Officer's Signature

Date

On-Site Manager's Signature

Date

Regional Property Manager's Signature

Date

cc: File / Officer / Manager / Central Office