

Arboleas Home Watch

See next page for what to report when you discover an incident.

Check List in the Event of a Burglary or Theft.

1. From a safe location, telephone the Police on 112 ASAP. Try to remain calm. Have these details to hand:

- Name.....
- Address.....
- NIE/NIF/ Passport Number.....
- Location of Crime (if different).....

2. If you have seen the offender or their vehicle, note down their description and registration number as soon as you can.

3. If your home is burgled, try not touch anything until the Police arrive as they may wish to fingerprint and photograph the area.

4. If credit cards or other bank documents are stolen, contact the issuing banks immediately.

- Tel No of Bank.....
- Bank Account No.....
- Tel No of Credit Card Company.....
- Credit Card Account No.....

5. Contact your insurance company or broker as they may be able to assist with boarding up or repairing the door or windows. They may also pay for replacement locks if they are required.

- Tel No of Insurance Company.....
- Policy Number.....
- Tel No for Emergency Repairs.....

6. Contact your local Home Watch coordinator and neighbours for help and support. BUT be considerate of the time of day/night!

- Coordinators name.....
- Contact details.....

7. Make a list of the stolen property. Include make, model, serial number, and value wherever possible.

8. Even if the Police attend at your home you will still have to make a crime report (**Denuncia**) to the Police at the local station. Make sure you take a translator with you if you do not speak fluent Spanish.

Complete this form NOW.

Keep it in a safe place AWAY from the original documents you have listed here. Pass a copy to your key holder with the authority to enter form.

Incident Reporting Checklist

1. Location of incident (full address)
.....
2. Time & date incident discovered
3. How did they get access?
4. Did they actually break-in or was access open?
.....
5. If they broke in how?
 - through door / rears / windows / balcony / key
6. Was anything taken?
7. Any damage found?
8. Were culprit(s) seen?
- If so, description (height etc), age, sex, nationality, car or on foot individuals?
.....
9. Anything else of note?
.....
.....
10. List of items taken (continue on separate page)
