



**HONDÓN DE LOS FRAILES**  
**VECINOS COOPERANDO DE ESPAÑA**



**Vecinos Cooperando    Neighbourhood Watch**  
**Nachbarschaftswacht**

**NOTICE OF AUTHORITY TO ENTER PREMISES IN OWNERS ABSENCE**  
**INTRODUCTION**

The Hondón de los Frailes Neighbourhood Watch Scheme and the Policia Local highly recommend:

- that during long absences from your property you should appointed a neighbour or someone else as a key-holder during your absence.
- in the interests of personal safety and possible illness or injury you should appointed a neighbour or someone else as a key-holder.

**In the event of a break-in your insurance company and police will want to contact you urgently, also if you require assistance your next of kin may need to be contacted, It is recommended that the attached form is filled out and held by the key holder, is important.**

**SOME USEFUL TIPS WHILE YOU ARE AWAY**

If you have a mail delivery box ask a neighbour to empty it regularly if you are away. An overfull mailbox indicates that the house is unoccupied and makes it easier for thieves to steal mail. Ask them to remove flyers that are wedged into your gates.

If you use a personal message on your telephone do not indicate that you are away in the UK or on holiday. Use words to give the impression that you are currently unable to take the call and will get back to the caller as soon as possible.

Most blinds are for keeping the house cool in summer and they have very little security benefit, so always leave some at least partially opened with the curtains drawn. This gives the appearance that the house is occupied.

On long absences from your home make sure your neighbours know and arrange for someone to keep the garden tidy – again giving the appearance that the property is occupied. Do not leave valuable tools and other items in the garden when you are not there.

For indoor lighting use timers on table lamps so that they switch on at dusk and off late at night. When away leave the hall or passage lamp on so that it can be seen from outside. Outside lamps, by your entrance gate and on the wall can be replaced by low wattage bulbs with a daylight sensor so that they come on at dusk and go off at dawn. Apart from giving the impression that the house is occupied it helps getting the key in the lock when returning home in darkness!

**Do not talk about your impending absence in the local bar or in earshot of anyone who may take advantage of your absence**

## HONDÒN DE LOS FRAILES NEIGHBOURHOOD WATCH SCHEME

### *HONDÒN DE LOS FRAILES VECINOS COOPERANDO*

#### **NOTICE OF AUTHORITY TO ENTER PREMISES EL AVISO DE AUTORIDAD PARA ENTRAR EN MI PROPIEDAD**

This form gives details of the persons who hold keys and have authority to enter my premises:

- a) In my absence
- b) In the event that assistance is required.

These persons are authorized to contact the appropriate authorities and your immediate family, if required.

Filling out this form completely, will enable Guardia or Doctor to enter your premises.

It is recommended that this form be copied to the Town Hall and your Coordinator.

*Este formulario da detalles de las personas que tienen las llaves y tienen la autoridad para entrar en mi propiedad en mi ausencia*

#### **Names of property owners**

*Los nombres de dueños de propiedad*

#### **NIE Number**

*Número de NIE*

#### **Property Address**

*La Dirección de propiedad*

#### **Next of Kin Details**

##### **Name**

*Siguiente Detalles de Kin*

*Nombre*

#### **Address**

*La Dirección*

#### **Telephone Number including mobile**

*Móvil, correo electrónico y línea de tierra*

#### **Contact details during absence**

##### **(Mobile, land line and email)**

*Los detalles del contacto durante la ausencia (Móvil, correo electrónico y línea de tierra)*

**Name of persons/key holders authorized to enter property**

*El nombre de las personas que autorizado para entrar en la propiedad*

1)

2)

**Address of persons authorized to enter property**

*La dirección de personas autorizado para entrar en la propiedad*

1)

2)

**Date of departure from property**

*La fecha de salida de la propiedad*

**Date of return to property (Can be open ended)**

*La fecha de retorno a la propiedad*

**Insurance Company**

*La Compañía de seguros*

**Policy Number**

*El Número de la póliza*

**Insurance contact details**

*Los detalles del contacto*

**Signature & Date**

*La firma y fecha*

**Local Policia Number: 618933793**