



NEWPORT BEACH

POLICE DEPARTMENT

Crime Prevention Tips for:

Home Improvement and Repair Projects

- ❑ Never leave delivery people, construction workers, or repairmen alone in your home. If possible stay in the same room with them while they complete their work.
- ❑ If your house is left unsecured while you are having work done, make sure that all valuables are secured in a safe place. This includes, silverware, collectibles, TV's, stereos, jewelry etc.
- ❑ Always keep your wallet, purse, financial papers, checkbook, or credit cards in a secured place or with you.
- ❑ Consider keeping jewelry and other valuables in a safe deposit box at your bank.
- ❑ Never leave a key hidden outside your home for workers.
- ❑ Always get several estimates for a repair or home improvement project and compare prices and terms. Prior to getting an estimate, ask if there is a charge for this service.
- ❑ Ask friends for recommendations.
- ❑ Request references and check them prior to hiring workers.
- ❑ Contact the Better Business Bureau to see if there are any complaints filed against the business.
- ❑ Confirm that your contractor has a valid contractor's license and/or city business license.
- ❑ Pay by check, never with cash. Make arrangements to make payments in installments: one-third at the beginning of the job, one-third when the work is nearly complete and the remainder when the project is completed to your satisfaction.
- ❑ Always get a written contract and written guarantee for any work that is done. Read these documents completely before signing them.
- ❑ Have a friend or person who understands legalese review the contract before you sign it.
- ❑ Never sign a "blank" contract. Make sure all spaces are completed. If they are to be left blank, draw a line through them.

