



TO:
FROM: **MAXCOM SECURITIES INC.**
SUBJECT: **BURGLAR ALARM INFORMATION**
DATE:

BURGLAR ALARM PERMITS- Most burglar alarms require burglar alarm permits. Each burglar alarm will require a separate alarm permit. (Office Burglar Account, Model Burglar Account, Maintenance Shop Burglar Account, ETC.) It is important that you contact the local Police Department for your area. Request the alarm permits division. You can also check the Police Department website for your area to see if an alarm permit is required. All fees for alarm permit applications are the responsibility of the property.

BURGLAR ALARM USE- Make sure that all doors and windows are secure prior to setting the alarm. Staff must enter and exit through the front door. If the alarm sounds, even if you reset it by entering your code, the signal has been sent to the monitoring center. You **MUST** call and cancel the alarm or notify the monitoring center that it is a false alarm. **You will need to call 512 225-9605.** Your pass code will be required to cancel alarms. If you forget or do not know the pass code, the police will be dispatched.

REASONS FOR ALARM ACTIVATIONS-

If you set the burglar alarm, then exit a back door or side door it will activate the alarm.

If you enter through a back or side door and the alarm is set, it will activate the alarm.

If you set the alarm, then exit through the front door, then re-enter the office, models, maintenance shop etc. When the alarm is set and you re-enter the office, the motion detector will be activated.

FINES OR FEES NOTICE- The local Police department fines excessively for false alarms. It is important that all false alarms be called in and cancelled. You would need to check with your local Police Department to find out the fines or fees in your area. I will be stated on the alarm application. Alarm permits can be revoked for excessive false alarms. Some Police Departments will also stop responding if your account is in suspension.

*****MaXcom Securities Inc. is not responsible for fines or fees incurred for false alarms. It is important that all onsite representatives be informed on the usage of the burglar alarm*****

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