

## 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 secured or with you.
- Consider keeping jewelry and other valuables in a safety 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. Before getting an estimate, ask if there is a charge for this service.
- Ask friends for recommendations.
- Request references and check them before hiring workers.
- Contact the Better Business Bureau to see if there are any complaints filed against the business.
- Questions regarding your contractor, contact the Village of Milan Inspection Department at (309) 787-8500.
- Pay by check, never with cash. Arrange 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.

If you have any questions or would like to speak with an official with the Village of Milan, please call (309) 787-8500.