

Instructions for CSFA Enrollment Form

Please neatly print all information on the form.

Billing Preference:

Please specify how you wish to settle your account with the Crestwood Security Fund Association: quarterly or annually. **Please indicate if you are purchasing Enhanced services and adjust your check amount accordingly.** Invoices will be mailed to your residence on the first of the month preceding the beginning of a new quarter. The due date of your payment is on the last day of the month prior to the new quarter. Please be prompt in your payment or penalties will be incurred. You may pay your invoice via check or online payment. Payment instructions will be included on your invoice. For your convenience, **you may set up an automatic draft of your bank account to pay your invoice. In order to help us minimize time spent chasing unpaid invoices, we prefer you choose this method of payment.** To do so, please contact our financial accountant, whose contact information will be on your invoice.

Personal Information

This section includes several **required** pieces of information, particularly the general contact information for **you and your spouse, including cell phone numbers and email addresses.** *Your enrollment in the program will not be finalized until this form is submitted with all required components completed.* The information provided in this section will be used by the patrol officers in the event of an emergency and by the operating committee for periodic mailings, email broadcasts and other business matters. Please clearly label cell phone numbers and email address for each participant.

Emergency Contact Information

In the event of an emergency at your home, the patrol officer will always contact you as soon as possible. In the event that the patrol officer cannot reach you or other members of your immediate family listed, he or she will contact your designee listed in this section. Your emergency contact can be a family member, a friend, or a neighbor that can help security personnel assess suspicious or criminal activity at your home. Please use the back of the form for additional emergency contacts.

Alarm Service Information

This information allows patrol personnel to contact your alarm company when responding to an active alarm at your home. The phone number provided should be for your alarm monitoring service, rather than your alarm repair service. If your alarm monitoring company requires a passcode to discuss alarm incidents, please provide the passcode for the officers.

Vehicle Information

This section identifies the motor vehicles owned by you and your family. Many participant vehicles are routinely parked in driveways or on the streets in the neighborhood. So, providing your vehicle

information will help patrol personnel identify suspicious vehicles. Please use the back of the form for additional vehicles.

Regular Visitors/Work Staff Information

Identifies persons routinely visiting your home. The relationship information may be a family member, or persons working in the residence such as landscape, pool service, pest control, housekeeper, and/or child care personnel. This helps the patrol officers identify suspicious people in the neighborhood.

Service Options

These options authorize security personnel to act on your behalf to help protect your property. If an alarm is active at your home, patrol personnel can access the yard to inspect the perimeter of the home with your permission. This helps determine if a break-in occurred, or if someone is on the property attempting some criminal activity. Patrol personnel may also act on your behalf by asking persons on your property to identify themselves to help thwart unwanted activity. If you wish, the security personnel may keep gate keys in the patrol car, if applicable. If you check this box, please provide your key to the officers. Please note, patrol officers are not able to accept or keep spare house keys for any participant.

Agreement to Pay for Services

Your signature, indicating your agreement to pay for ongoing services, is required in order to be enrolled in the program.

Please mail your completed form, along with your enrollment check *made payable to Crestwood Security Fund Association* to the following:

**Crestwood Security Fund Association
P.O. Box 130812
Houston, TX 77219-0812**

Questions? Send an email to security@crestwoodsecurity.org.

Please note: please email us at the security email address above after you mail in your form and payment, so we can be actively looking your paperwork.

Once your Enrollment Form and check have been processed, you will receive an email from security@crestwoodsecurity.org verifying your enrollment in the program. At that point, you will be instructed to call the patrol vehicle to request delivery of your new participant information package and yard sign. The officer will deliver these items to you at your convenience.