



SURVEILLANCE VIDEO REVIEW REQUEST FORM

The images obtained from our security cameras are useful only in conjunction with a criminal investigation. They are generally inconclusive by themselves, and shall be used exclusively as corroborative evidence. Release of these images outside of this context may expose the Villa Balboa Community Association to litigation. **Surveillance video will not be reviewed until you have filed a property theft or vandalism report with the Newport Beach Police Department (949-644-3717).**

Case Number: _____

Date Filed: _____

The digital video recording equipment will be released to authorized Villa Balboa Association personnel, vendors and Security Committee volunteers only. This is to protect equipment, as well as preserve the chain of custody of the evidence.

For best results, the information regarding the incident of theft and/or vandalism must be received by the Association no later than seven (7) days after the incident occurred.

Recordings are reviewed by authorized persons on a volunteer basis in order to conserve Association funds. The review process of surveillance video is very labor intensive. Therefore, the Association requests that the **search time be for a period that is 72 hours or less.** The Association may, at its discretion, refuse to do longer searches unless the seriousness of the incident merits a longer search.

If the time period requested is so long that the information must be provide on a flash drive instead of a DVD, a **\$30.00 deposit** made payable to the Villa Balboa Community Association will be required for the flash drive. The entire amount of the deposit will be refunded if the flash drive is returned within thirty (30) days from the date it is issued.

If only Association property is involved, video will not be pulled unless the incident is part of a recurring pattern, and/or the value or damage is judged to be significant.

Please provide the following information to assist the reviewer in quickly locating the occurrence of your loss:

Requestor Name: _____ Building & Unit #: _____

Phone: (_____) _____ Email Address: _____

Detailed Description of Incident: _____

Description of Vandalized/Stolen Property: _____

Time Range of Incident: _____ (Start Date & Time) to _____ (End Date & Time)

Vehicle Description (if involving theft or damage to a vehicle):

Make: _____ Model: _____ Color: _____ Year: _____ License: _____

Parking Space # (if involving items in a parking space): _____ Value of Loss: _____

Please send your completed request form to Villa Balboa Community Association, c/o Action Property Management via email to communitycare@actionlife.com, fax to (949) 450-0303, or mail to 2603 Main St., Suite #500, Irvine, CA 92614.

Villa Balboa Community Association
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