

UNIT KEY RELEASE AUTHORIZATION

Date: _____

To: Security Staff

I am the owner/renter of unit _____ . Please allow access to my unit on (date)
_____ to _____.

Please check and initial one of the following:

- 1. Unlock the door and do not release my key. _____.
- 2. I am leaving a separate key with the security desk to give to my guest/contractor. _____.

Signature

Unit Number

Date:

Note to owner/renter:

If you ask security to unlock the door for your visitor/contract then we maintain the key at all times and security is solely responsibility for granting entry and ensuring that the door is locked when the visitor/contractor leaves. If you leave a separate key with security for your visitor/contractor and would like security to give the key to the contractor/visitor, then security will not be responsible for any future issues that may arise from the key being lost or copied.

Please clarify how you would like us to handle the key release authorization. Open the door for your visitor/contractor or release the key to the visitor/contractor?

Also, please keep in mind, that per current policy, the key that security keeps on file is for emergency entry only and should be in the position of the security staff at all times. Therefore, you might want to have an extra key made that your guest can use when needed. That key can be dropped off with security for your guest/contractor and picked-up when you return. We would handle it the same way a package is handled with a sign-in and out log.

Thank you very much.

The Healey Homeowners' Association Board of Directors