



## Authorization to Enter Unit

Any person not listed on the Doorman's Resident List will be *prohibited* from entering the building unless an Authorization to Enter Unit form is completed and on file with the office. Please ensure that the authorized person (guest, cleaning staff, realtor, etc.) has keys to enter the Unit or that additional keys have been left with the doorman. The Doorman will sign these keys out to the authorized individual. Upon their return, these keys will not be given out again until authorized to do so via this form. In some cases, individuals may be asked to produce identification.

You may be aware that master keys are held by the Door Staff, however, these are not to be used by Residents or their Guests. These keys are only to be used in cases where life or property is at risk.

### Authorization

This document is to serve as authorization for \_\_\_\_\_  
First Name Last Name  
to enter Unit number \_\_\_\_\_ on \_\_\_\_\_ through \_\_\_\_\_.  
Unit # Date Date

*If authorization is open ended, please state 'until further notice' and we will cancel authorization upon your notice.*

- Keys have been left at the door station for this person.
- The person entering the Unit is in possession of keys.
- Special instructions or additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of emergency, please contact: \_\_\_\_\_  
Resident's Name  
at \_\_\_\_\_.  
Phone number(s)

Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_