

## 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/contractor then we maintain the key at all times and security is solely responsible for granting entry and ensuring that the door is locked when the visitor/contractor leaves. You may leave a separate key with security for your visitor/contractor with instructions to give the key to the contractor/visitor; in this case, security will not be responsible for any future issues that may arise from the key being lost, mishandled, or copied.

Per the Healey Condominium 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. It would be handled in the same way a package is handled with a sign-in and out log.

Thank you very much.

The Healey Condominium Association Board of Directors