DMC Management Company

PERMISSION TO ENTER – KEY RELEASE FORM

I _____ authorize _____
to give my: *Name of Apartment Community*

☐ Apartment Key ☐Mail Key
☐Bedroom Key ☐Other _____

to _____ on _____ .
Name of Authorized Person or Vendor *Date of Permitted Entry*

This form may not contain a range of dates. If wishing to authorize a person for more than one date, a separate Permission to Enter must be generated for each date. Persons authorized to enter an apartment *will not be permitted* to keep entry keys overnight and must return all keys and/or access devices by the close of business day on the date listed above.

I understand a key will be given to this person or vendor and that no one from the management office will accompany them to my apartment.

By signing this Agreement, I also relinquish all rights to file damage or loss of property claims against the Owner, the Management Company, its agents, or employees as a result of any incident directly or indirectly related to the loaning of any keys or entry devices.

I understand the above checked items will be given to the authorized person or vendor. The authorized person will need to provide a photo I.D. at the time of the release. Any other releases must be provided in writing separately.

_____ _____
Print Name *Apartment Number*

_____ _____
Signature *Date*

TO BE COMPLETED BY OWNER'S REPRESENTATIVE

Authorized Person's Identification Information

Form of Identification _____

ID Number (if applicable) _____

Witnessed by Owner's Representative _____
Print Name

_____
Signature

_____
Date