



BUILDING ENTRY CODE AGREEMENT AND REQUEST FORM

In the event that you do not have your FOB to access the building, a building entry code can be used at any keypad entry for access. Upon submittal of this form, a 5-digit code will be assigned to you by Management. Codes are assigned individually and only upon request and submittal of this form. Only one building entry code can be assigned per unit. The building entry code assigned to you must be kept confidential in order to maintain controlled access to the building. Your assigned building entry code must not be given to delivery personnel, vendors, or anyone that does not reside in your unit. It is only for your use as an alternative option for access. Building entry codes may be changed at any time upon written request to Management.

By submittal of this form and signature below, you acknowledge that you fully understand and agree to abide by the terms set forth herein. Violation of this agreement will result in your loss of rights to utilize a building code. Further, your building code will be disengaged immediately and your access to the building will solely be by FOB. In addition, the unit owner will be called to hearing at which time the Board will consider imposing penalties and fines.

Unit #: _____ Phone #: (____) _____ - _____ Email: _____

Resident's Name (Please Print): _____
First Name Last Name

Signature: _____ Date: _____

OFFICE USE ONLY

5-DIGIT CODE ASSIGNED: _____

DATE CODE ASSIGNED: ____/____/____

MANAGER: _____