

# Enclave Condominium Association, Inc.

## Guest Authorization Form

I (please print) \_\_\_\_\_

am the \_\_\_\_\_ Owner \_\_\_\_\_ Tenant of unit # \_\_\_\_\_

I grant permission to the individual(s) listed below to gain access to my unit

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

\_\_\_\_\_  
Guest name

\_\_\_\_\_  
Guest name

\_\_\_\_\_  
Guest name

\_\_\_\_\_  
Guest name

\_\_\_\_\_  
Guest name

\_\_\_\_\_  
Guest name

Subject to the following terms/conditions:

### Access Fobs:

\_\_\_\_ I hereby grant permission for this person to obtain a Guest Access Card at the front desk.

\_\_\_\_ I have furnished an Access Card/Fob for their use to be found \_\_\_\_ in the key file \_\_\_\_ in the unit.

\_\_\_\_ I have NOT furnished an Access Card / Fob for their use. The Guest will need to obtain new media upon arrival. I acknowledge that my Guest will need to pay a \$5.00 deposit for each Temporary Card issued. This deposit is refundable upon the return of the card.

\_\_\_\_ This individual has a previously issued Access Card that will need to be reprogrammed upon their arrival. (there is no charge for this service)

\_\_\_\_ Guest has an Access Fob/Card.

### Unit Entry Keys:

\_\_\_\_ I hereby grant permission for this person to sign out the front door key to my unit.

\_\_\_\_ Do not issue my front door key to the Guest.

\_\_\_\_ Guest has a key.

### Access:

\_\_\_\_ I will not be present during their stay.

\_\_\_\_ I will be present during their stay. Please call me at (\_\_\_\_) \_\_\_\_\_ upon their arrival.

I understand that it is my responsibility to ensure that the Front Desk has an operable key to my unit. (to contact the front desk please call 609-347-0400 extension 101)

I shall hold the Enclave Condominium Association harmless from any liability connected with the disbursement of the key to the unit. I understand that the Association shall be held harmless should the key or Access Card/ Fob not be returned for any reason.

\_\_\_\_\_  
Unit Owner's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
date

**Temporary guest cards issued by the Front Desk automatically deactivate 48 hours from the time of issuance. Guests are advised to come to the management office during business hours to have their card reactivated for longer lengths of time.**