

# RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

Phone 312/627-1332 Fax 312/627-1335

## PERMANENT UNIT AUTHORIZATION

When a resident is not home, guests are granted access to the building and unit *only* with written, signed permission from the resident. To do so, the resident must complete, sign and return a Unit Authorization Form to the front desk, or fax the form to the management office. Please be sure to check that you have a key available at the front desk for your guest. **The Permanent Unit Authorization form remains in effect until the resident requests that we remove it from the files.**

DATE OF THIS AUTHORIZATION:

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RESIDENT'S NAME:

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UNIT:

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RESIDENCE PHONE:

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WORK PHONE:

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ALTERNATE PHONE:

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NAME OF PARTY TO WHO RESIDENT IS GRANTING PERMANENT PERMISSION TO ENTER UNIT:

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RELATIONSHIP/ADDITIONAL DESCRIPTION:

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CHECK ONE:

- UNIT KEY IS KEPT PERMANENTLY AT FRONT DESK
- PARTY WILL HAVE A KEY FOR ENTRY

### PHOTO ID REQUIRED FOR BUILDING ACCESS

*I confirm that this is a **permanent key authorization, which will remain in effect until revoked by me, either in writing, or in person.** I hereby hold harmless Randolph Place Residences Condominium Association, Randolph Place Residences Board of Directors, and Draper and Kramer, Inc., managing agent, pursuant to the distribution of my unit access key to the above named party.*

Signature of Resident:

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## FAX (312) 627-1335

Faxes are Accepted During OFFICE HOURS ONLY  
Monday-Friday 8:00AM – 6:00 PM