

RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

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

REALTOR 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 Realtor Unit Authorization form remains in effect until the resident requests that we remove it from the files or the unit is sold.

DATE OF THIS AUTHORIZATION: _____ UNIT: _____

RESIDENT'S NAME: _____

RESIDENCE PHONE: _____

ALTERNATE PHONE: _____

REALTY COMPANY/PHONE: _____

REALTOR NAME(S): _____

CHECK ALL THAT APPLY:

- REALTOR MAY FILL-OUT AUTHORIZATION FORMS ON BEHALF OF OWNER
- UNIT IS VACANT
- UNIT IS OCCUPIED, PLEASE CALL PRIOR TO ENTRY
- REALTOR IS AUTHORIZED TO UTILIZE MY PARKING SPACE

SPACE # _____ Floor _____ Model/Make _____ License _____

CHECK ONE:

- UNIT KEY IS KEPT PERMANENTLY AT FRONT DESK
- UNIT KEY IS BEING DROPPED OFF AT FRONT DESK
- REALTOR WILL HAVE A UNIT KEY FOR ENTRY

PHOTO ID REQUIRED FOR BUILDING ACCESS

*I confirm that this is a **limited key authorization, which will remain in effect until revoked by me, either in writing, in person, or until the sale of said unit.** 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. **In addition, named realtor(s) agrees to abide by the rules and regulations of Randolph Place Residences, including the specifications governing "open houses".***

Signature of Resident: _____

Signature of Realtor: _____

Signature of Management Staff: _____

Must have management signature for validation

LISTING AGREEMENT ON FILE

FAX (312) 627-1335

FAXES ARE ACCEPTED DURING OFFICE HOURS ONLY

Monday – Friday 8:00 am to 6:00 pm