

RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

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

TEMPORARY 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 Temporary Unit Authorization form remains in effect ONLY for the dates specified on the form.**

DATE OF THIS AUTHORIZATION: _____

RESIDENT'S NAME: _____

UNIT: _____

RESIDENCE PHONE: _____

WORK PHONE: _____

ALTERNATE PHONE: _____

NAME OF PARTY TO WHOM RESIDENT IS GRANTING TEMPORARY PERMISSION TO ENTER UNIT:

RELATIONSHIP/ADDITIONAL DESCRIPTION: _____

EXACT DATES THAT THIS AUTHORIZATION SHALL APPLY: _____

CHECK ONE:

- UNIT KEY IS KEPT PERMANENTLY AT FRONT DESK
- UNIT KEY IS BEING DROPPED OFF AT FRONT DESK SPECIFICALLY FOR THIS AUTHORIZATION
- PARTY WILL HAVE A KEY FOR ENTRY

PHOTO ID REQUIRED FOR BUILDING ACCESS

*I confirm that this is a **temporary key authorization, which will remain in effect for the date(s) noted above.** 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: _____

FAX (312) 627-1335

**FAXES ARE ACCEPTED DURING OFFICE HOURS ONLY
Monday – Friday 8:00 am to 6:00 pm**