

**MANAGEMENT OFFICE KEY AUTHORIZATION AND RELEASE**

Owner(s)/Resident(s) \_\_\_\_\_ Building # \_\_\_\_\_ Unit # \_\_\_\_\_

\_\_\_\_\_  
(Please print clearly)

**Emergency Release \_\_\_\_\_ (Initial)**

You are hereby authorized to release the key I/we have provided for my/our condominium unit at your discretion to Barkan Management Company Management and Maintenance personnel, in case of an emergency. I/we understand emergency situations involve smoke, fire, water, or suspected illness or endangerment.

**Work Order Request/Annual Preventative Maintenance \_\_\_\_\_ (Initial)**

You are hereby authorized to release the key I/we have provided for my/our condominium unit for In-Unit Work Order/Service Request to Barkan Management Company Management and Maintenance personnel as requested.

You are hereby authorized to release the key I/we have provided for my/our condominium unit for access to perform the Annual Preventative Maintenance.

I/we understand that the key for my/our unit may only be given to the Unit Owner of Current Resident. This key will not be provided to visitors, guests, contractors, housekeepers et. al. This key will be available for my/our use during normal business hours and that Barkan Management Company does not provide lock out services.

The key tag remains the property of Hawthorne Place Condominium. A replacement fee of **\$100** will be assessed for any key tag not returned to the Management Office. Reproducing unit keys and or rekeying a unit is the sole responsibility of the unit owner.

This authorization is valid until cancelled in writing.

In consideration of the services rendered by Barkan Management Company, Inc., or other designated agent, in accepting the key to the Unit, and the release of such key or access to the Unit as authorized by this form, the undersigned hereby releases, indemnifies and holds harmless Barkan Management Company, Inc., Hawthorne Place Condominium Trust, and the Trustees of Hawthorne Place Condominium, and the agents and employees of each from any and all liability, claims of any nature whatsoever, or demands of the undersigned, his or her heirs, executors, administrators, or assigns, that he or she may have, arising out of or relating to the provision of said access and the key to Barkan Management Company, Inc., or other designated agent, or providing access or the release of such key to any persons authorized by this form. I further understand that Barkan Management Company, Inc., Hawthorne Place Condominium Trust, and the Trustees of Hawthorne Place Condominium, and its agents will not be responsible for damages or theft to my /our unit or belongings.

\_\_\_\_\_  
Owner/Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Resident Signature

\_\_\_\_\_  
Date