

# Master Apts., Inc.

## Authorization of Individuals to Enter Apartment During Shareholder or Resident Absence.

Complete this form for Individuals employed on an ongoing or temporary basis.  
(ex.: Child care providers, house cleaners, dog walkers, pet and/or plant sitters, contractors, realtors, etc.)

**PLEASE NOTE: Staff are not permitted to provide these individuals with keys from KeyTrak.**

Date completed: \_\_\_\_\_  
mm / dd / yy

Shareholder/Resident Name \_\_\_\_\_ Apartment # \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Name and role of person(s) authorized to enter your apartment in your absence (or attach business card below.)

Indicate in the right-hand column that the authorization is "ongoing" or specify the start and end dates.

<u>Name</u>	<u>Role</u>	<u>Duration (ongoing or dates)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

To list additional individuals, use a second form.

Business Card

Business Card

If individuals will be staying overnight in the apartment, the **Unaccompanied Guest Registration Form** is to be completed. **NOTE: Only Shareholders may have Unaccompanied Guests stay in their apartment to provide services during their absence.**

Signature of Shareholder or Resident: \_\_\_\_\_