

Unit: _____

PERMISSION TO ENTER

In order to secure our homes against unauthorized intrusion, the Board of the 205 West End Avenue Owners Corporation has established a requirement that a resident must authorize non-resident persons wishing to enter.

When the resident is present he or she may authorize entry by responding to a query from the front desk.

If the resident desires to permit entry to a non-resident while not present, the resident must file a permission to enter form in advance. The permission to enter form must identify each authorized individual by full name. The person entering must be prepared to satisfy the doorman or concierge as to his or her identity, either by being known or by presenting an acceptable identification document.

This is the only form accepted by 205 West End for establishing permission to enter. It must be completed in full, legibly, and signed by a resident of record. It must be presented to the management office in person, which will verify the authority of the requester and confirm the contents. A copy will be kept at the front desk and will be checked on each request to enter.

I, a resident of 205 West End Avenue, wish to authorize the non-resident(s) identified below to enter my unit while I am not at home.

- All of the required information must be entered or printed legibly in ink.
- End date may be no more than **one year** after effective date.
- Acceptable forms of identification include a photograph of the person, for instance a New York State Driver's License. Include the ID code or number of the identification to be provided.
- Relationships may include family member, employee, delivery, installation, or authorized subtenant.
- **Signatory acknowledges that the person identified here meets the Co-op's requirements for permission to enter.**

Authorized People:

Name 1:		ID:	
Name 2:		ID:	
Name 3:		ID:	
Name 4:		ID:	
Relationship:			
Effective Date:		End Date:	

Resident:

Name:		Date:	
Signature:			

Approved by management office: _____ Date: _____

Copies of this form may be found on the building website at goo.gl/pXb50