

UNIT #: \_\_\_\_\_



DATE: \_\_\_\_\_

ACCESS TO UNIT

Please list family members, guests and service contractors whom you wish to allow access to your unit.

**FAMILY MEMBERS**

**FRIENDS/GUESTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICE PERSONNEL**

Please list any outside service vendors (e.g. cleaning, electrical, plumbing) to whom you wish to grant access to your unit.

\_\_\_\_\_

\_\_\_\_\_

Please list any person that has a key to your unit that may be entering your unit.

Local Key Holder: \_\_\_\_\_

Phone Number: \_\_\_\_\_

UNIT #: \_\_\_\_\_

OWNER / TENANT (circle one)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This PTE form expires one year after the date it is signed.  
These forms must be completed on an annual basis.**