

# ELLINGTON CONDOMINIUM ASSOCIATION

## KEY ISSUANCE PERMISSION

I \_\_\_\_\_, owner and/or resident of Unit # \_\_\_\_\_,

hereby grant permission to the *Ellington Condominium Association* Concierge staff to give

\_\_\_\_\_ the key to my unit:

(individual or company name)

One-Time Use  on \_\_\_\_\_, \_\_\_\_\_.

(check one)

(day)

(date)

-OR-

“Standing” Use  from \_\_\_\_\_ to \_\_\_\_\_.

(perpetual)

(date)

(date)

In authorizing the staff of the *Ellington Condominium Association* to release my unit key to the person(s) designated above, I fully understand the risks involved in the possible loss of control of the key. I understand that I shall bear all risks of such loss and that the *Ellington Condominium Association* assumes no risk or liability in issuing my key upon my request.

I further release and hold harmless the *Ellington Condominium Association*, its members, Board of Directors, Manager and employees from any liability for damage and injury, whether due to negligence or otherwise, to myself or to any person or property resulting from the loss or misuse of my key, and furthermore I accept the full responsibility for any and all such damage or injury, whether due to negligence or otherwise.

I further understand that if my unit key released as per my instructions above, is not returned to the key safe at the Concierge’s desk, I assume all responsibility as a result thereof, including, but not limited to, the unavailability of access to my unit in the event I am locked out, or emergency circumstances, such as a fire or flood, requiring forced access to my unit.

The *Ellington Condominium Association* assumes no liability for keys left at the Concierge’s desk.

I have signed this agreement, intending to be legally bound, at the unit owner and/or resident with authority to grant the permission to enter my unit as stated above.

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_