

ELLINGTON CONDOMINIUM ASSOCIATION

Lock Out Service Policy & Procedure

1. PURPOSES OF LOCKBOX SERVICE

- a. Only registered inhabitants of the unit may opt to have one of their unit keys available at the Concierge Desk. A form to this effect must be on file before a key to the unit will be placed in the key safe.
- b. Only registered inhabitants of the unit may sign out the key, unless a card form is filled out allowing non-inhabitants access to their unit.
- c. The card form may be filled out in person, email, or fax (no phone calls). The card will specify dates the non-inhabitant is allowed entry into their unit.

2. USE OF LOCKBOX

- a. Registered inhabitant or specified non-inhabitant request key from concierge. Non-inhabitant must show identification.
- b. Concierge fills out key log.
- c. Registered inhabitant or non-inhabitant signs for removal of key.
- d. Concierge uses code to remove key from lockbox and provides it to registered inhabitant or non-inhabitant.
- e. Registered inhabitant or non-inhabitant unlocks unit and immediately returns key to Concierge and signs key back in.
- f. Concierge uses code to return key to lockbox.
- g. Concierge confirms lockbox is secure.