

The Park Manor Condominium: Unit Owners Key Pickup Form

Instructions: Based on your original unit type, management has set forth the number of keys to be issued to each unit owner (see below).

Each unit owner will receive 1 laser key and an option to choose the type of key (laser or key fob based) by completing the form below.

Studio	1 Laser key + 1 key of choice (Total 2 keys)
1 Bedroom/Junior 4	1 Laser key + 2 keys of any choice (Total 3 keys)
2 Bedroom	1 Laser key + 3 keys of any choice (Total 4 keys)

- Please bring: a valid state-issued ID (driver's license or passport) at time of pick-up, as verification is required. No keys will be provided if identity cannot be verified. The safety of building residents depends on keys being distributed to lawful owners of each unit.
- You may complete the **Authorization Form (which was included in a separate mailing)** along with this form if you wish to have a tenant or representative pick up the keys on your behalf. Please note that the Authorization Form **must be signed by an owner and that signature notarized.**

Owners: Please complete the information below

Unit # _____ Date _____

Last Name _____ First Name _____

Keys Requested (please circle)

Laser Cut: 1 2 3 4 (please include the 1 key given to all residents)

Key Fob: 1 2 3

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***** (To be completed by MANAGEMENT at time of pickup) *****

Keys Distributed

Laser Cut: 1 2 3 4

Key Fob: 1 2 3

Keys Distributed by: _____

I acknowledge that I have received and tested the keys as listed above.

Key Received by _____ **Date** _____

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Authorization Form (for tenant or representative) for key pickup

I, (last name) _____ (first name) _____

Unit owner of Apartment _____,

Hereby authorize (last name) _____, (first name) _____
my tenant or representative, to pick up the keys requested by me pursuant to the Park Manor
Owner Key Pick-up Form, attached hereto.

State of: _____

County of _____

The foregoing instrument was acknowledged before me, this _____ day of
_____, 2018, by _____

Notary Public, State of _____

My commission expires _____