

**Hawthorne Place – Concierge Desk Key Authorization and Release Form  
ONE-TIME RELEASE/SHORT TERM RELEASE**

Owner/Resident \_\_\_\_\_ Building # \_\_\_\_\_ Unit # \_\_\_\_\_  
(Please print)

**This authorization is valid only for the dates specified below. Owner/Resident must extend the access date by completing a new One-Time/Short Term Release in writing. Verbal extensions will not be accepted.**

You are hereby authorized to release the key I/we have provided for my/our Condominium Unit to:

\_\_\_\_\_ One-Time Only (DATE) \_\_\_\_\_  
(Name of Person/Company)

Short-term (START DATE) \_\_\_\_\_ (END DATE) \_\_\_\_\_

You are hereby authorized to release the key I/we have provided for my/our Condominium Unit for access as outlined above. I/we understand that Barkan Management Company, and/ or Allied Universal Security personnel will not open the Unit door or remain in the Unit during deliveries or while work is being performed and that the undersigned bears full responsibility for any actions of the persons authorized to have access or to receive keys under this authorization by this form.

I/we further understand that the key tag remains the property of Hawthorne Place Condominium. A replacement fee of \$100 will be assessed for any key tag not returned to the Concierge Desk. Reproducing unit keys and /or rekeying a unit is the sole responsibility of the unit owner.

In consideration of the services rendered by Barkan Management Company, Inc., Allied Barton Security or other designated agent, in accepting the key to the Unit, and the release of such key or access to the Unit as authorized by this form, the undersigned hereby releases, indemnifies and holds harmless Barkan Management Company, Inc., Hawthorne Place Condominium Trust, Allied Universal Security, and the Trustees of Hawthorne Place Condominium, and the agents and employees of each from any and all liability, claims of any nature whatsoever, or demands of the undersigned, his or her heirs, executors, administrators, or assigns, that he or she may have, arising out of or relating to the provision of said access and the key to Barkan Management Company, Inc., Allied Barton Security or other designated agent, or providing access or the release of such key to any persons authorized by this form. I further understand that Barkan Management Company, Inc., Hawthorne Place Condominium Trust, Allied Universal Security, and the Trustees of Hawthorne Place Condominium, and its agents will not be responsible for damages or theft to my/our unit or belongings. The sole responsibility of Barkan Management Company, Inc. and/or Allied Universal Security or other designated agent, shall be to request proper identification from the person authorized under this form to have access or to receive the key to the Unit.

\_\_\_\_\_  
Owner/Resident Signature

\_\_\_\_\_  
Date