



Management Office
Two Hawthorne Place
Boston, MA 02114
Telephone - (617) 723-4937
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management@hawthorneplace.com

Hawthorne Place Condominium - Designated Managing Agent Form

Unit Owner(s) _____

Building & Unit # _____

Designated Managing Agent:

Company Name: _____

Primary Contact Name: _____

Cell Phone: _____ 2nd Phone: _____

Email address: _____

Start Date: _____ Expiration Date: _____

The undersigned Unit Owner(s) hereby authorized the above-named as my/our Designated Managing Agent and authorized Hawthorne Place Condominium and Barkan Management Company to:

Check all that apply

- Allow Designated Managing Agent access to Building Link/Hawthorne Place.
- Allow Designated Managing Agent to submit electronic key releases for the unit. *Please note that the Unit Owner must first submit the Unit Owner Key Agreement & Release Authorization form.* Designated Managing Agent will be responsible to notify the tenant of any entry into the unit.
- Request/submit to Management in-unit repairs/work orders. The Unit Owner, not the Designated Managing Agent will be billed for all payments for in-unit repairs.
- Hire independent, properly licensed and insured contractors to perform interior repairs/renovations. The Managing Agent agrees to submit all required paperwork in advance of the work to be performed.
- Authorize Unit rental and submission of all required paperwork to the office, including required fees, prior to the rental start date.
- Sign documents on behalf of the Unit Owner.
- Other – please list

I/We understand that as the Unit Owner of record, I/We are responsible for the proper repair and maintenance of the Unit. As Unit Owner(s), I/We understand that I/We are responsible for the actions of any Designated Managing Agents, ad/or their agents through your Agent to enter the Condominium and/or the Unit.

Signature: _____

Date: _____

Signature: _____

Date: _____