

## Summary of Unit Owner Services

Under the supervision of the Building Manager, the following services are provided at the request of the owners. To receive these services, we must have a signed Consent to Enter form below on file for your residence.

1. **Residence Opening** – Notify us prior to your arrival, we will do the following:
  - a. Turn on water (Ice maker will not be turned on)
  - b. Turn on hot water tank
  - c. Plug in circulation pump for hot water heater
  
2. **Residence Closing** - After you close your residence, we will check the following:
  - a. Water is properly shut off
  - b. Hot water tank has been disconnected
  - c. Unplug circulation pump for hot water heater
  
3. **Residence Check** – Unoccupied units will be checked once a month:
  - a. Check thermostat setting
  - b. Check for water leaks
  - c. Check refrigerator/freezer
  
4. Owner will be notified only if any issues are discovered. The Association will not assume liability for any condition it fails to discover or damage resulting from such a condition.
  
4. With your signed Acceptance of Delivery Agreement on file, all packages will be signed for upon delivery and placed and left at the front desk. We will contact the owner in residence and notify them of the delivery.
  
5. If you are away for an extended period of time, please leave a set of car keys with the manager's office for cars left in the garage, in case it becomes necessary to move the vehicle. We will move vehicles to pressure clean the garage.

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**CONSENT TO ENTER FORM – Please sign and return to the office.**

**You have my permission to perform the services listed above.** \_\_\_\_\_

**Please do not enter my unit except for emergencies.** \_\_\_\_\_

**UNIT #** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner