

**Harbour Hill Condominium Apartments Association**

**Concierge Service Authorization Form**

for Unit # \_\_\_\_\_ Updated: \_\_\_\_\_

Please complete this form with your preference for concierge service. *New residents* should return the form to the Unit Transfer Committee Chair; *current residents* please return form to the Board Secretary.

I authorize access to my unit for Concierge Services

As the owner / resident I hereby authorize Harbour Hill to enter my unit for the purpose of providing **concierge services** as outlined below. I understand that the association assumes no responsibility based on these entries and that the services will continue until such time I resubmit an updated Concierge Service Authorization Form.

I wish to terminate/not participate in Concierge Services

As the owner / resident I hereby request that Harbour Hill terminate any concierge services which require entry into my unit.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

I also authorize \_\_\_\_\_ to request these services for my unit.

**HHCA provides the following Concierge Services to residents upon request**

Concierge Services requiring entry into your unit

- Turn water on/off
- Check unit for irregularities
- Place mail/packages in unit
- Lock out assistance
- Support for Fire Alarm annunciators
- Respond to specific request for unit check from authorized person named above
- Open/lock unit for short term "unsupervised" workers, e.g.:
  - Spectrum or another communications provider
  - Cleaning person
  - HVAC service company

Concierge Services provided which *do not* require entry into your unit:

- Receipt of UPS/FedEx packages
- Coordination and installation/removal of elevator pads for contactors & movers

Concierge Services *not provided* by the Association:

- Opening unit for Real Estate viewings
- Opening unit for furniture/appliance deliveries
- Opening/locking unit for multiple day contractors
- Repairs to any owner's owned items
- Changing of light bulbs or Smoke Detector batteries