



Key Authorization Form

Rules and Regulations: Maintenance Services and Accounting, Article 6: If access to a unit is necessary by someone other than Maintenance, the Owner of the unit must give written permission to the Property Manager before the Property Manager will grant access to any unit. Written permission must be received at least 72 hours in advance of the date of requested access. An email request, which is acknowledged by the Property Manager, is acceptable.

Kingswood Village staff will provide this service free of charge to homeowners between the hours of 8 am to 4:00 pm under the following conditions:

- Service provided outside the above stated hours are subject to staff availability at the service call fee minimum as outlined by the KVPOA Rules and Regulations.
 - This is a service provided as a convenience to Homeowners who wish to grant access to contractors or other service providers. KVPOA is not a rental service and will not give access to renters or rental companies for any reason.
 - Keys will only be given to the person or service provider listed on this form. Kingswood staff will not stay to monitor any service provider. If any monitoring is required, it will be subject to staff availability and subject to Kingswood service fee rate.
 - By submitting this form, Kingswood homeowners are releasing Kingswood staff and KVPOA of any liability concerning the service provider or matters concerning access to their townhome.
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- Unit Number: _____ Unit Owner: _____
 - Date(s) of Request: _____ Service Provider needing access: _____
 - Name of homeowner granting permission: _____
 - PLEASE HAVE THE REQUESTEE CALL THE OFFICE AHEAD OF ARRIVAL AT 530-546-5003 or email tahoe.kingswood@gmail.com
 - *This is a single authorization and will expire after the date(s) requested.*