



Key Authorization Form

Rules and Regulations, Maintenance Service 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 48 hours in advance of the date of requested access. An e-mailed request, which is acknowledged by the Property Manager, is acceptable.

Kingswood Village staff will provide this service free of charge between the hours of 8 am to 4:30 pm. Service provided outside those hours (pending staff availability) are subject to the service call fee minimum as outlined by the KVPOA Rules and Regulations.

Please have the requestee call the office ahead of arrival at 530 546 5003

Unit Number _____

Unit Owner _____

Date(s) of Request _____

Name of person(s) granted permission _____

This is a **Standing Authorization** until revoked by the unit owner, or change of ownership occurs.

This is a **Single Authorization** to expire after date(s) requested.