

# ***The Carillon House***

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## **UNIT ENTRY PERMISSION FORM**

Dear Carillon House Resident:

We would like to take this opportunity to update the records regarding notification preference as it relates to the necessity of entering your Unit by staff members. As you know, there are many times when the Carillon House staff, for requested repairs or routine maintenance, must visit your Unit. We want to be able to serve you efficiently, effectively and without intrusion or breach of privacy.

Subsequently, it would be helpful if you would please complete the form below and return it to the Carillon House Management Company. The information will be kept in the record file and followed appropriately when serving your maintenance needs. Emergency issues will be handled as urgently as the situation dictates.

Thank you for helping us to serve the Carillon House better.

### **Notification Preference**

Please provide notification as indicated below when the need for entry into my home by the Carillon House staff becomes necessary.

\_\_\_\_\_ The Carillon House staff may enter my unit for the appropriate repairs or routine maintenance as needed and without prior notification. Please knock before entering.

\_\_\_\_\_ I will require a minimum of a telephone call prior to visitation by the Carillon House staff for repairs or routine maintenance.

\_\_\_\_\_ I will require 24 hours advance notice by telephone call or written correspondence prior to visitation by the Carillon House staff for repairs or routine maintenance.

\_\_\_\_\_ Please schedule an appointment.

Name of Resident: \_\_\_\_\_ Unit #: \_\_\_\_\_

Date : \_\_\_\_\_ Phone #: \_\_\_\_\_