

MODEL FORM

Use Authorization Form Before Letting Anyone into Residents' Units

Here's a Model Visitor Authorization Form that says that the named resident authorizes a particular visitor to enter the resident's unit when the resident isn't home. It tells your staff when that visitor is allowed to enter and whether the resident is giving the visitor a key or leaving one with the management. Finally, it disclaims any liability for damage, loss, or injury caused by a visitor you let in because of the form. Ask your attorney to help you adapt this form for use at your tax credit site.

VISITOR AUTHORIZATION

RESIDENT'S NAME: _____

RESIDENT'S ADDRESS & UNIT #: _____

AUTHORIZED VISITOR'S NAME: _____

DATE & TIME VISIT(S) AUTHORIZED: _____

NOTE: If you will have a regular visitor, you may write something like "every Thursday." If something changes and you no longer want the person to visit at that time, you must tell us so in writing.

I hereby authorize the visitor named above to enter my unit **ONLY** on the dates and times listed above.

I have given an extra key to (*check one*):

- The above-named visitor.
- The manager. I authorize the manager to give my unit key to the above-named visitor if the visitor requests it during the authorized period. I will ask the visitor to return the key to the manager before he or she leaves the premises.

I accept full responsibility for any consequences of this visitor's entering my unit. Further, I agree to defend, indemnify, and hold harmless the owner of my unit, the property management company that manages my unit, and their employees, agents, officers, and servants against any and all claims, suits, or actions that may arise as a result of allowing the above-named visitor access to my unit in accordance with the instructions on this form.

RESIDENT'S SIGNATURE: _____ DATE: _____