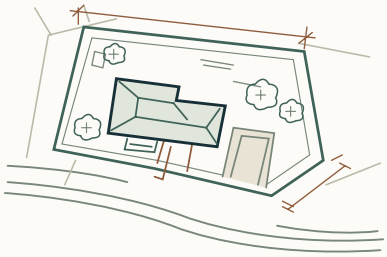
CLIENT FORMS / BLANK TEMPLATE

Property access and key permission



Set the entry method, permitted spaces and period for a visit.

TEMPLATE VERSION
1.1

COMPLETED BY
Booking owner

Give the crew a named contact and an entry method. Exchange actual keys, alarm codes and lock combinations through the agreed separate channel.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Person granting permission *

Relationship to the property *

Entry arrangement *
Meet an authorized person / Collect a tagged key / Authorized building concierge / Separate secure access instructions / Exterior only / Entry permission withdrawn

Authority for this entry
Owner or occupant authorized to consent / Tenant consent recorded / Landlord has confirmed lawful notice or exception / Occupied rental awaiting confirmation

Permitted areas and restrictions *
Identify doors, rooms, outbuildings or exterior boundaries.

First authorized date *

Last authorized date *

Permitted time window *

Use Newfoundland local time.

Contact for failed access *

Key return or sign-out arrangement

Attestation

I have authority to grant the access described for the stated dates and areas.

Printed name and role

Signature and date