ENTERPHONE REQUEST FORM

All visitors must use the enter phone system to gain access to the building. In order to ensure your visitor(s) prompt access to the building and not be delayed by the Concierge Desk please ensure that your guests or visitors are contacting you through the enter phone system.

If you are not home access will be refused unless the individual is listed on the Authorization to Enter Form or the Security Desk is able to contact you by phone.

To have your name added onto the system, please fill out the following and submit to the **Management Office.**

- Please be advised that it is optional to have your name displayed and must be your last name followed by your first initial or name with a maximum of 15 characters (including spaces).
- Either a land line or cell phone numbers will work, however **ONLY LOCAL AREA CODES** can be used. **NO LONG DISTANCE** area codes are permitted.
- If you wish to not have a name appear on the enter phone, you MUST supply us with a phone number and your requested entry code number. Both your name and/or entry code number can be hidden upon request.
- A maximum of 2 names per studio/one bedroom and 3 names per 2 bedroom units may be displayed.
- Each name to be added requires a separate Enterphone Request Form

Examples:

JOHN SMITH:

S	M	I	T	H		J								

or

S	M	I	T	H		J	O	H	N					

JOHN SMITH & ROSE BLACK:

S	M	I	T	H		J		B	L	A	C	K		R

or

S	M	I	T	H		B	L	A	C	K				

PLEASE FILL IN THE FOLLOWING:

Suite: _____   **Name:** _____

Phone Number: _____

(OPTIONAL): Name to appear on Enter phone. ==*The system only allows 15 characters (including spaces) to be entered.*==

ENTRY CODE NUMBER REQUESTED: ==*The system only allows a 4 digit code) to be entered.*==

Management Use Only

Set up by: _____   Date Completed: _____