



**Heritage Hills Security TEMPORARY ENTRY**  
**AUTHORIZATION**

I \_\_\_\_\_ owner/renter of Unit # \_\_\_\_\_ Heritage Hills request that:

Name: \_\_\_\_\_  
Print Name(s) of Person(s) to be admitted into unit

Company: \_\_\_\_\_  
Print Company Name

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

Be Admitted on Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

For the purpose of: \_\_\_\_\_

I have informed the person(s) above they will have to produce a valid drivers license or other photo identification to substantiate their identity.

I also understand that it is my responsibility to ensure that any borrowed key has been returned by the person(s) to the Security Office.

In case of authorization of “winterizing” a unit, Security will retain this document on file for the “de-winterizing” of the unit until the residents return.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_