

MAINTENANCE & SECURITY CHECK PROGRAM

Among the services provided per our Service Management Agreement are maintenance and security checks on all unoccupied units twice each month. Since some owners prefer not to have our employees inside their units, or either live in or frequently visit the unit, we want to confirm you request this service by your completion of a written request and access authorization form. We do this out of respect for your right to privacy.

The checks include checking the following: windows are closed and locked, the thermostat is functioning and set at no lower than 60° (per the requirements of the property), no appliances have been left on, the FloLogic auto water shut off is in “Away” mode, and there are no water leaks. Toilets are flushed and faucets run in the sinks, and small appliances are unplugged. If a problem requires owner attention, you will be notified. If you have signed up for the Repair & Maintenance Department’s Pre-approval Program pre-authorizing small repairs without notifying you in advance, the work order will be requested.

A blue security log is placed in the unit, usually taped to the back of a kitchen cabinet, and the staff enters the date of the check and any necessary comments. If there is any sign that the unit is occupied, the staff will not enter the unit.

WE WILL NOT BEGIN MAINTENANCE & SECURITY CHECKS ON YOUR UNIT UNTIL WE RECEIVE AUTHORIZATION. Please put your authorization in writing by completing the form below.

Owner Name: (print) _____

I hereby authorize Maintenance/Security Checks for my Lookout Ridge Unit # _____

Signed: _____

Phone: _____ **Email:** _____

Additional Comments or Requests: _____

Return to the Property Management Department via fax (970-468-7027) or USPS mail to:

**WPM Operations
Attention: Director of Off Mtn. Properties
P. O. Box 1069
Silverthorne, CO 80498**