

MAINTENANCE & SECURITY CHECK PROGRAM

Among the services provided are maintenance and security checks on unoccupied units. Since some owners prefer not to have our employees inside their units, we do not begin this service unless an owner makes a written request and authorizes access. We do this out of respect for your right to privacy.

The checks are done twice a month and include checking the following: windows are closed and locked, the thermostat is functioning and set at 62 to 65° (per the requirements of the property), no appliances have been left on, 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 Construction and Repair 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 Ski Run 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: Daniel Vlcek
P. O. Box 1069
Silverthorne, CO 80498.**