



RESIDENT LOCKBOX PROCEDURES

PURPOSE: The purpose of purchasing a lockbox is for residents' vendors, guests, etc. to be able to access their unit when the resident is not available to provide access. The lockbox will be the resident's responsibility to maintain.

PROCEDURE: Residents must fill out an "Authorization to Give Access to Unit" form. You may obtain this form on the next page, through the Management office, or on the website at www.horizonshoa.com.

Residents may purchase a lockbox which will be stored in the parcel rooms. Lockboxes can be purchased at www.lockhouse.com or you may choose a vendor of your choice.

You must submit the form to Management to keep your lockbox in the parcel room. On the form, you need to indicate whether access to your unit is being granted for one-time access (e.g., contractor) or routine access (e.g., housekeepers), and who is being provided access. Management will keep a database of this information.

Once the form is completed and submitted to Management, your lockbox will be stored in the parcel room of the tower you reside in. When someone is coming to your unit, they will need to sign in at the Kiosk. The Kiosk Officer will then give them a fob in exchange for their ID if they do not have a fob. The Kiosk Officer will direct them to the Management office where they will be able to access the lockbox.

Residents are responsible for ensuring that the key(s) are returned to the lockbox. Management and/or the Security officer onsite at the towers will provide access to the lockbox only during the hours of 8:30 A.M. to 5:30 P.M. Sunday through Saturday.



AUTHORIZATION TO GIVE ACCESS TO LOCKBOX FOR UNIT

I hereby authorize Horizons – Marina District Management to give access to my lockbox. I understand that access to my lockbox is only provided by Horizons Management and/or the Security officer onsite during the hours of **8:30 A.M. to 5:30 P.M. Sunday through Saturday.**

PLEASE NOTE: Management and other Horizons staff are not responsible for ensuring that keys are returned to the lockbox.

Unit #/Tower _____ Date: _____

Resident's Name _____

Authorized Person to Access Unit: _____

Routine Access

One Time Access

If One Time Access, specify date and time:

Access granted from: _____ to _____ from _____ to _____
(Time in) (Time out) (Date) (Date)

I hereby agree to hold Horizons – Marina District Owners Association harmless for any loss or damage to property or missing property from my unit arising from this authorization. In addition, I also hereby agree to indemnify, defend, and hold Horizons – Marina District Owners Association harmless from any liability or claim arising from this authorization.

Signature: _____ Date: _____