

# Entry Authorization Form

Name: \_\_\_\_\_ Apt No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note the following guidelines:**

- A. An adult, who is a signatory on the lease, can be granted access to their unit by the Snyder County Housing Authority's master key upon request (entry after hours charge is \$10.00).
- B. No child under the age of 13 will be given access to a unit without the presence of an adult tenant.
- C. For all others, a request for entry by the Snyder County Authority master key will be granted only if a written authorization for such access is on file.  
This includes minor children over the age of 12 living in the unit, as well as relatives and friends that may need emergency entry. Please complete the information below for those who have your permission to enter your unit in your absence in the case of emergency.
- D. This authorization in no way obligates the Authority to provide this service or to provide this service without charge. The abuse of this service by frequent and/or unnecessary requests may cause the tenant to be assessed a lockout fee of \$10.00 per incident, regardless of time of service.

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**Name(s) of persons I authorize entry for:**

I give my permission for the below named persons (aged 13 and above) to be given access to my apartment in case of emergency, including when I am not present. If the lock-out occurs after office hours I will be charged a \$10.00 fee. I am responsible for the minor children, as well as the adult guests listed, and I assume responsibility for any resulting events including damage, theft and/or criminal actions.

**NOTE: The Housing Authority assumes NO RESPONSIBILITY for the entry of the below named individuals:**

- 1) \_\_\_\_\_  
(first) (middle) (last) relationship
- 2) \_\_\_\_\_  
(first) (middle) (last) relationship
- 3) \_\_\_\_\_  
(first) (middle) (last) relationship

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Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_ Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by/date: \_\_\_\_\_ Approval by/date: \_\_\_\_\_