

ENTERPHONE REQUEST FORM

All visitors must use the enter phone system to gain access to the building. In order to assist your visitor(s) prompt access to the building and not be delayed at the Security Desk, please ensure that your guests or visitors are contacting you through the enterphone system.

The Security Desk will only admit and announce to the resident (by phone) for permission to allow access to your visitor **ONLY** for visitors who require a parking pass. All others must use the enterphone system. If you are not home access will be refused unless the individual is listed on the Authorization to Enter Form.

To have your name added onto the system, please fill out the following and submit to the **Management Office**.

- Please be advised that it is optional to have your name displayed, and must be your last name followed by your first initial or name with a maximum of 15 characters (including spaces).
- Either a land line or cell phone numbers will work, however **ONLY LOCAL AREA CODES** can be used. **NO LONG DISTANCE** area codes are permitted.
- If you wish to not have a name appear on the enterphone, you **MUST** supply us with a phone number so that we can assign an enterphone code to you.

Examples:

JOHN SMITH:

S	M	I	T	H		J											
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or

S	M	I	T	H		J	O	H	N								
---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--

JOHN SMITH & ROSE BLACK:

S	M	I	T	H		J		R									
---	---	---	---	---	--	---	--	---	--	--	--	--	--	--	--	--	--

or

S	M	I	T	H		B	L	A	C	K							
---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--

DUE TO THE LIMITED AMOUNT OF SPACE ON THE SYSTEM, WE CAN ONLY ADD ONE (1) NAME LINE PER SUITE

PLEASE FILL IN THE FOLLOWING:

Suite: _____ **Name:** _____

Phone Number: _____

(OPTIONAL): Name to appear on Enterphone. The system only allows 15 characters (including spaces) to be entered.

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Management Use Only

Enterphone Code Assigned: _____
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Set up by: _____

Date Completed: _____