

**OCEANTREE CONDOMINIUM ASSOCIATION  
KEY RELEASE TO UNIT  
NOT FOR OVERNIGHT USE**

By filling out the information below, you as the owner or lessee, are authorizing OceanTree Condominium to release your unit keys to the person or company listed below on or between the dates listed.

You also understand and agree to the following:

1. Extended-admit slips that allow repetitive access, such as for cleaners, health care workers, tradespersons, realtors, etc. are only valid for a 6-month period and must be renewed by the owner or lessee.
2. That the keys checked out are the property of OceanTree Condominium and must be returned by the end of the business day.

This Form may be revoked by owner at any time.

**To be completed by the Unit owner. Lessees may use this Form only during the term of the Lease.**

Purpose of entry: \_\_\_\_\_

**Entry granted to:**

A. Name of Company, General Contractor

Persons, etc. \_\_\_\_\_

Subcontractors – By checking this, I am authorizing the Contractor to release my keys to the subcontractors.

B. Realtor – Listing Agent \_\_\_\_\_

Listing Agent – By checking this, I am authorizing the listing agent to release my keys to any secondary agency

C. Other \_\_\_\_\_

Date or period of entry:

Single entry date: \_\_\_\_\_

Multiple entry dates (max 6 months) From \_\_\_\_\_ To \_\_\_\_\_

Signature of Owner/Lessee

Print Name

Unit #

Date

Return to: OCEANTREE 3400 NORTH OCEAN DR SINGER ISLAND, FL 33404 – FAX 561-845-0158

Or EMAIL: [oceantreesi@gmail.com](mailto:oceantreesi@gmail.com) Alternative: You may send email in lieu of this form.

**OCEANTREE CONDOMINIUM ASSOCIATION  
SERVICE AUTHORIZATION FOR SUB CONTRACTORS – ENTRY TO UNIT  
NOT FOR OVERNIGHT USE**

The purpose of this form is to authorize entry to a Unit for:

All Sub Contractors working under the General Contractor

This form may be revoked by Owner/General Contractor at any time.

This authorization is valid for no more than six (6) months.

NAME OF GENERAL CONTRACTOR \_\_\_\_\_

Please list all Sub Contractors separately:

<u>Name</u>	<u>Company</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date or period of entry:

Single entry date: \_\_\_\_\_

Multiple entry dates (max 6 months) From \_\_\_\_\_ To \_\_\_\_\_

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Signature of Contractor	Print Name	Unit #	Date
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