

# The Elm at Clark Condominium Association

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Website: <http://TheElmAtClark.Com>

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## Permission to Enter

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Your Name \_\_\_\_\_ Unit # \_\_\_\_\_

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Permission Granted To \_\_\_\_\_

Reason for Entry \_\_\_\_\_

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Date \_\_\_/\_\_\_/\_\_\_ [ ]One-Time -or- [ ]Permanent -or- [ ]Recurring permission through \_\_\_/\_\_\_/\_\_\_

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Permission Granted To \_\_\_\_\_

Reason for Entry \_\_\_\_\_

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Date \_\_\_/\_\_\_/\_\_\_ [ ]One-Time -or- [ ]Permanent -or- [ ]Recurring permission through \_\_\_/\_\_\_/\_\_\_

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Permission Granted To \_\_\_\_\_

Reason for Entry \_\_\_\_\_

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Date \_\_\_/\_\_\_/\_\_\_ [ ]One-Time -or- [ ]Permanent -or- [ ]Recurring permission through \_\_\_/\_\_\_/\_\_\_

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Unit owners or residents who have authorized an individual/company to have permanent or recurring entry to their unit should provide that person/company with keys to enter the unit. **The Door Staff may not hold unit keys for anyone at any time, for any reason.**

Should a resident wish to change the permanent or recurring entry status of any guest, they should immediately inform the Doormen's Station or the Management Office.

When you complete a Permission to Enter form on the website or on paper, you are authorizing the individual/company to enter your unit. If the named individual/company has a Permission to Enter form on file, the staff at the front door will not necessarily call and announce the individual/company, they will be allowed to enter the elevator area and proceed to your unit.

The Resident hereby releases and waives any and all claims against The Elm at Clark Private Condominium Association and its' employees and agents from any and all liability for any personal property which may be lost, damaged, stolen or otherwise.

Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_