



6040 Blvd East West New York, New Jersey 07093
(201)869-2137 Fax (201)868-2244

AUTHORIZATION TO ENTER

Complete sections A, B and C, sign and date at the bottom and return to the Management Office. Copy will go to the Concierge's Desk and a Copy to your file. Riviera Towers will allow access up to your apartment to the Person (s) noted on the form. Entry to the unit must be arranged by either leaving keys at the Concierge's Desk, providing keys to the party in question or leaving keys with another resident. Riviera Towers Corp keys are for emergency purpose only and will not be used for such instances. Riviera Tower's staff will not accompany any person to your unit.

Resident Name: _____ Unit No.: _____

Section A

Please allow the THIRD PARTY indicated access up to my apartment as follows:

Third Party Name: _____

Third Party Company: _____

____ For the following date only _____

____ Each week on Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___

Section B

1. Delivery from _____
(Name of Service)

2. Outside contractor service _____
(Name of Contractor)

3. Other _____
(Name of Third Party)

Section C

____ Individual has been furnished with a key

____ Key left with _____ Apt. No. _____ Phone _____

Resident Signature Date