



**CLEARWATER SAND KEY CLUB, INC., NO. 1, A CONDOMINIUM
Policy and Procedure Manual-FORM**

AUTHORIZATION TO ACCEPT DELIVERIES

Effective From (Date) ____/____/____ **Until (Date)** ____/____/____

Unit: _____

Homeowner/Resident Name(s)

Email

Address: _____

Mailing

Address: _____

Phone Number: _____

I authorize and request Clearwater Sand Key Club Inc NO 1, Owner's Association's Property Attendant to accept packages, deliveries and mail on my behalf when I am unavailable to accept such deliveries personally. I understand that when a delivery is accepted, an attempt will be made to contact me by telephone and a notification will be left at my mailbox. If the delivery is not retrieved within a reasonable amount of time, the Property Attendant will mail a notification postcard to my last address of record in the Association's files.

By signing this Authorization form, I acknowledge my understanding that deliveries accepted on behalf of occupants of my Residence are accepted and held at my/our own risk. I understand that an accepted delivery will be placed in a secured location and held until such time as it is retrieved by the addressee or other occupant of the addressee's Residence, or, upon my specific request, the accepted delivery will be left inside my home's front door. I further understand that the Property Attendant is not responsible to inspect accepted deliveries for damages, and will not open the delivered package unless I specifically request that this be done. On behalf of all residents of my Unit, I agree to hold harmless Clearwater Sand Key Club Inc NO 1 Owner's Association, its property management representatives, designees, employees and Board of Directors from any liability arising from deliveries that are lost or damaged.

Signed: (Homeowner/Resident)

Homeowner/Resident who signs does so on behalf of all Occupants of Unit

Dated:

Please complete, sign and date this form, and give it to the Property Attendant, if you wish to receive package acceptance services.

This Authorization to Accept Deliveries will remain valid and in force until such time as:

- 1) Homeowner/ Occupant provides the Association with a written rescission;
- 2) Homeowner sells his/her Unit at Clearwater Sand Key Club Inc NO 1; or
- 3) Occupant, if other than Homeowner, permanently terminates his/her residency at Clearwater Sand Key Club Inc NO 1