Third-Party Access and Authorization Form

Neighborhood MANAGEMENT INC

Instructions: Complete the applicable sections to authorize a rental/property management company and/or tenant to communicate with the Association, receive permitted information, and/or receive amenity privileges. Owner signature required. Only permissions checked below are granted.

PROPERTY & OWNER INFORMATION

Community / Association	
Property Address	
Owner Mailing Address	
Owner(s)	
Owner Contact	Email: _____ Phone: _____

RENTAL / PROPERTY MANAGEMENT COMPANY - IF APPLICABLE

Company Name	
Primary Contact	
Contact Information	Email: _____ Phone: _____
Mailing Address	

TENANT / RENTER INFORMATION

Name	
Contact Information	Email: _____ Phone: _____
Lease Dates	Start Date: _____ End Date: _____

OWNER AUTHORIZATION - CHECK ALL THAT APPLY

☐ **Rental / Property Management Company Authorization** - Authorize the company above to communicate with the Association and management company regarding the property and tenancy.

☐ **Tenant Communication Authorization** - Authorize the tenant(s) above to communicate with the Association and management company regarding their occupancy.

☐ **Property & Community Information Authorization** - Authorize the company and/or tenant(s) above to receive non-confidential information reasonably needed for management or occupancy, including community rules, property compliance matters, amenity information, and community notices.

This authorization does not grant access to confidential Owner, account, collection, privileged, or legal information; voting or financial authority; or other ownership/Member rights. A third party may not bind the Owner, make payment arrangements, waive Owner rights, or exercise rights reserved to the Owner unless separately authorized in writing.

Association Records: This form does not authorize a third party to exercise the Owner's statutory right to inspect or obtain Association records. Any agent designation for that purpose must meet applicable legal requirements.

AMENITY PRIVILEGE TRANSFER - IF APPLICABLE

☐ I/We authorize the transfer of amenity privileges to the tenant(s) above for the duration of the authorized tenancy.

- Owner amenity access may be deactivated while privileges are assigned to the tenant(s).
- Tenant privileges end when the tenancy ends or this authorization is revoked in writing.
- Tenants and guests must follow all applicable amenity rules, policies, hours, and access requirements.
- The Owner remains responsible for tenant, occupant, and guest conduct as provided by the governing documents and policies.
- Fees may apply for new, additional, or replacement access devices.
- The Owner must notify the Association or management company if the tenancy ends before the date listed above.

Amenity Access Device: ☐ Existing device ☐ Issue new/replacement device (fee may apply) ☐ None requested

OWNER ACKNOWLEDGMENT

I/we certify that the information above is accurate and the tenancy is lawful and authorized. This form does not transfer ownership rights or relieve the Owner of Association obligations, including assessments, charges, governing-document compliance, or responsibility for tenant, occupant, and guest conduct.

This authorization remains effective through the lease/tenancy end date unless earlier revoked by the Owner in writing. The Owner must notify the Association or management company of any tenancy change or revocation.

Required notices to the Owner under applicable law or the governing documents are not changed by this authorization.

The Association or management company may request reasonable documentation to verify ownership, tenancy, representative authority, or the scope of this authorization.

The owner's submission of this form serves as authorization for the transfer of amenity privileges.

Please email the completed form to customercare@nmitx.com