

Date: March 4, 2014

To All Residents:

Chris McCormick, who is part of our maintenance team, will be checking, cleaning and servicing all air conditioning systems in the Brentwood units according to the schedule listed below.

Please fill out the attached Key Authorization Form and return it along with your key to the office on the or before the appropriate day, or make other arrangements to ensure access to your unit for this service.

Please make note of the following schedule for each date:

3/17/14	Unit #'s	101-105	201-205	301-305
3/18/14		106-110	206-210	306-310
3/19/14		111-115	211-215	311-315
3/20/14		116-120	216-220	316-320
3/21/14		121-125	221-225	321-325
3/24/14		126-130	226-230	326-330
3/25/14		131-135	231-235	331-335
3/26/14		136-140	236-240	336-340
3/27/14		141-145	241-245	341-345
3/28/14		146-150	246-250	346-350
3/31/14		151-155	251-255	351-355
4/1/14		156-160	256-260	356-360
4/2/14		161-165	261-265	361-365
4/3/14		166-170	266-270	366-370
4/4/14		171-175	271-275	371-375
4/7/14		176-180	276-280	376-380
4/8/14		181-185	281-285	381-385
4/9/14		186-190	286-290	386-390
4/10/14		191-192	291-292	391-392

Should you have any questions, please feel free to call the Brentwood Office Monday-Friday 7am - 4pm. Phone #713-665-7986

* Even if you already have a key at the office, you still need to complete the permission slip. If you do not return the permission slip, we will not perform maintenance on your unit.

I give permission for Brentwood Condominiums to access my unit to inspect/clean my air conditioning system.

Name: _____

Unit # _____

If your key is on file at the office you may return this form via email to brentwoodmgt@sbcglobal.net or by faxing to 713.665.8085
