

备用钥匙使用授权确认书 Authorization for False Key Ushering

租户名称 /Company Name: _____

办公楼 Office / 商业 Retail: A / B 座 (Tower) _____ 层 (Floor) _____ 单元 (Unit No)

本人/本公司确认将单元钥匙 (位置 _____ Location) 放在物业管理公司保安部保存 (钥匙所开启门锁的位置将在钥匙环上标明)。

I/Our company thereby confirm that we have deposited key(s) at security department of property management company. (Exact location is shown on the key).

1. 本人/本公司特授权如下人员可使用物业管理公司的开门服务进入本承租单元。

I / Our company thereby authorize the property management company to render unit access services to the following persons only.

姓名 Name	性别 Sex	职务 Position	移动电话 Mobile	本人签字 Signature	备注 Remarks

2. 如本人/本公司上述被授权人员发生人事变更、钥匙丢失、启用新钥匙等导致钥匙发生变更的情况, 本人/本公司将保证提前三个工作日以本人/公司负责人签署的授权书附件的形式通知物业管理公司, 并作相应的调整。(单元钥匙变更后

本人/本公司须向物业管理公司提供新门钥匙)。

If in any circumstance while there is personnel change, key loss, etc which will need key(s) renewal, I/Our Company will inform property Management Company at least 3 working days ahead in a form of addendum. (It would be tenant's responsibility to furnish Management Company with new set of keys.

3. 被授权人员将凭本人有效身份证件原件申请开门服务, 并做签名登记。

Authorized persons could only gain unit access by presenting the original copy of personal identifications, followed by a proper registration procedure and signed.

4. 使用大厦开门服务进入单元后, 本人/本公司将保证被授权人员遵守物业管理公司规定并对个人行为负责。

I/Our Company shall ensure that all authorized person would observe and follow property management company rules and regulations and would be take full responsibility for their personal behave thereby after gaining the unit access.

5. 本公司将对由于公司本部配用单元门钥匙造成的办公室财产损失和损害负责。

Our company shall take full responsibilities for any loss and damages arose from using the spare key(s).

6. 非本人/本公司授权人员, 物业管理公司将不为其办理开门手续。

Property Management Company will not precede the unit access procedure for unauthorized persons.

7. 如遇紧急情况, 物业管理公司电话知会贵公司负责人后, 有权使用备用钥匙进入单元处 理紧急情况。

In case of emergency, property Management Company will contact the company staffs who are in-charge immediately. Property Management Company also reserves the right to use the key(s) for unit access purpose.

公司签章/Company Stamp:

负责人/Authorized Signature:

日 期/Date: