

## **Addendum to Rules and Regulations: Keyless Access and Intercom System**

**Effective Date:** April 9, 2025

### **Purpose:**

This addendum outlines the updated rules and regulations governing the use, access, and operation of the keyless entry system and optional intercom system within [Building/Property Name]. All tenants, authorized individuals, or staff are expected to adhere to these guidelines to ensure safety, security, and the efficient operation of the building.

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## **1. Keyless Access System Guidelines:**

### **1.1 Access Control**

- Only authorized individuals (tenants, staff, and designated visitors) will be granted access to the keyless entry system.
- The keyless system utilizes UniFi security system via an app on your phone for entry. Unauthorized access is strictly prohibited and may result in penalties or revocation of access privileges.

### **1.2 Personal Identification and Registration**

- All tenants must register with the building management.
- Any changes to registered access credentials (e.g., phone changes or use of additional smart devices) must be reported immediately to management for security purposes.

### **1.3 Sharing of Access**

- Sharing of access credentials with unauthorized individuals is strictly prohibited.
- Any breach of this rule may result in immediate suspension of keyless access privileges and further action as determined by management.

### **1.4 Stolen Access Credentials**

- Tenants must immediately report stolen or compromised access credentials to the building management.

### **1.5 Security and Monitoring**

- The keyless access system is continuously monitored to ensure compliance with security protocols. Management reserves the right to take appropriate action if suspicious or unauthorized activity is

detected.

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## **2. Intercom System Guidelines (Optional, for Additional Cost):**

### **2.1 Optional Service**

- The intercom system is an optional service provided for the convenience and safety of tenants. It allows for communication between individuals inside the building and visitors outside.
- Tenants wishing to utilize the intercom system must request installation through building management and will incur an additional fee of \$20 per month.

### **2.2 Proper Use**

- Tenants must ensure that the intercom system is used only for its intended purpose, including confirming the identity of visitors before allowing access.
- Tenants may unlock doors from the intercom system to allow guests inside the door and out of the weather. However, tenants must meet guests and escort them to their studio and back out upon exiting.
- Misuse of the intercom system for purposes unrelated to security, such as social calls or unsolicited communications, is prohibited.

### **2.3 Maintenance and Repair**

- Any malfunction or failure of the intercom system must be reported to building management immediately.
- Management will address and resolve technical issues as soon as possible; however, tenants should be prepared for temporary disruptions in service. The tenant may be responsible for maintenance or repair costs associated with tenant-requested intercom systems.

### **2.4 Prohibited Use**

- Any intentional tampering, vandalism, or deliberate misuse of the intercom system is strictly prohibited.
- Tenants or visitors found tampering with or intentionally disrupting the intercom system may face fines or penalties, including revocation of building access.

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## **3. Security and Compliance:**

### **3.1 Compliance with Building Policies**

- All tenants and authorized individuals must comply with these updated rules and regulations regarding the keyless access and intercom systems.
- Failure to adhere to these policies may result in disciplinary action, including suspending or revoking access privileges and removing the intercom system from the studio.

### **3.2 Enforcement**

- Building management has the authority to take appropriate action to enforce these rules and regulations, including suspending access privileges, issuing fines, or taking legal action when necessary.

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#### **4. Acknowledgment and Agreement:**

By signing below, tenants acknowledge receipt of this addendum and agree to comply with the rules and regulations outlined herein.

**Tenant Name (Printed):** \_\_\_\_\_

**Studio Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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#### **Intercom System Option:**

Please indicate your choice regarding the intercom system by checking the appropriate box below:

**Opt-In** – I wish to have the intercom system installed and understand there will be an additional cost for installation and maintenance.

**Opt-Out** – I do not wish to have the intercom system installed.

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This document formally updates the existing rules and regulations for using the keyless access and optional intercom systems. Should you have any questions or require clarification, please contact building management.