

Instructions in Absence : Access Authorisations

Please complete and return to the Front Desk. This information will be used by the reception desk staff to authorize access to your apartment as per your instructions.

Apartment Nr : _____

Date : _____

Name(s) of Occupier(s)	1	
	2	

The following people should be given access to my/our apartment in my/our absence :

Name	Authorised from (date or leave blank)	Authorised until (date or leave blank)

This form was completed by (name) : _____ on (date) : _____

Signature : _____

*To avoid any inconvenience to yourself and your guests, staff and contractors,
please ensure the list held by the reception staff is kept up to date.*