

BUILDING ENTRY CODE ACCESS INFORMATION FORM

Please complete and submit a Resident Information Form and send the following information to palladiumplaza@gmail.com

1. Your name and UNIT NUMBER

2. A 4 digit access code that you will use to enter - select something that you can remember.

To enter the building, press the "#" key and punch in the 4 digit access code. (You should also receive a key to the front door from your realtor, rental agency, or the owner of your unit.)

3. A local telephone number (only local numbers can be programmed into our system).

When you have guests, they will enter your unit # on the keypad. The local phone # you have given us will ring. You'll pick up and press the "6" key. This will unlock the door so your guests can enter.

One of our board members will set up your entry information will send you an email when the work is complete.

For safety and security, please do not share your access code with anyone.