

allure	Lock Box Registration Policy	Page 1 of 1
		AWPP004
Adopted: 02/20/14		Version: 1.1

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Registration:

There is a mandatory registration of ALL lock boxes. You will receive an identification tag from Management which must be kept attached to the lock box.

Regulations:

Lock boxes are allowed to be attached to the lock box station ONLY. It is not permitted to attach them in the Common Areas in any other location unless otherwise approved by Management. Lock boxes are not to be used for Open Houses (See Real Estate Procedures AWPP001).

Retrieving:

Any lock boxes which are not in accordance with these procedures (including, but not limited to, improper registration or tags), will be cut and removed. In the event that a lock box is removed, Management will attempt to contact the owner if possible. Removed lock boxes will be handled in accordance with the law. Lock boxes still in possession of Management may be claimed during regular office hours, although there is no guarantee.

Termination:

Allure Waikiki reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, the service (or any part thereof) with or without notice.

Disclaimer:

By making use of the lock box station, you agree to indemnify, defend and hold harmless, Allure Waikiki AOUO, and their respective officers, directors, employees, agents, licensors, representatives, and third party providers, to and from and against all losses, expenses, damages and costs, including reasonable attorney’s fees, resulting from any problems related by the use of the lock box station.