

The Berkeley Condominium Association Inc.

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Office Phone: (855) 596-7039

ELECTRICAL ROOM ACCESS REQUEST FORM

INSTRUCTIONS:

(1) ONLY OWNER(S) CAN FILL OUT THIS REQUEST FORM

Name of Owner Requesting Access: _____

Owner must provide a copy of their Driver License. Owner Driver License Number:

Berkeley Unit Number: _____

Email: _____ Phone #: _____

Reason for access request: _____

Signature of Owner

Date

(2) PROVIDE REQUESTED DOCUMENTS **BEFORE REQUESTING APPOINTMENT**

For Electrical Work:

- 1) Certificate of Liability Insurance of Electrician or Electrician's Company. Certificate must include "The Berkeley Condominium Association Inc."
- 2) Copy of worker's Electrician License AND Driver License. **<= Also bring to appointment.**

For AT&T Service:

1. For units that have requested AT&T service, OWNERS MUST NOTIFY Berkeley in writing at least 24 hours in advance that access to electrical room will be needed.
2. **At appointment time:** AT&T employees must present (a) Work Order, (b) Worker's AT&T ID, (c) worker Driver License for identification

For Sale/Purchase/Other official Inspections:

- 1) Copy of worker's Inspector License AND Driver License. **<= Also bring to appointment.**

(3) ACCESS TO ROOF IS AVAILABLE BY APPOINTMENT ONLY.