

Starwood Metropolitan Security

121 Stewart Drive
Aspen, Colorado 81611
Phone 970-925-8939 Fax 970-925-5870
Office email heather@starwood.org
Manager email mark@starwood.org 970-379-9878

Starwood Homeowner Confidential Data

Name _____

Starwood Address _____

Lot number _____

Starwood Phone(s) _____

Other Home Phone(s) _____

Cell Phone(s) _____

Emergency Phone(s) for you _____

Business Phone(s) _____

Mailing Address _____

Billing Address _____

Email Address(es) _____

Legal Owner Name/Entity _____

(if different from above)

Legal Owner Address _____

Preference to have correspondence _____ mailed or _____ emailed (check one)

Emergency Contacts

Name _____

Phone _____

Cell phone _____ Email Address _____

Key authorization? **Yes** _____ **No** _____

Authorized to receive your packages? **Yes** _____ **No** _____

Name _____

Phone _____

Cell phone _____

Key authorization? **Yes** _____ **No** _____

Authorized to receive your packages? **Yes** _____ **No** _____

List of Family Members

Family members will have unlimited key access unless otherwise noted.

Name:

Special Notes:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Authorized Vehicles

Make: _____ Model: _____ Year: _____

License Number _____

Make: _____ Model: _____ Year: _____

License Number _____

Make: _____ Model: _____ Year: _____

License Number _____

Make: _____ Model: _____ Year: _____

License Number _____

Make: _____ Model: _____ Year: _____

License Number _____

Make: _____ Model: _____ Year: _____

License Number _____

Authorized Agents

Property Manager / Onsite Caretaker:

Name _____

Contact Phone _____

Cell phone _____ Email _____

Business Phone _____

Emergency Phone _____

Address _____

List any person(s) allowed to act on your behalf to make changes to this Confidential Data form; this can only be done in person or via a signed faxed document by you or one of the people listed below.

◇
Name _____
Address _____

Phone _____
Cell Phone _____

◇
Name _____
Address _____

Phone _____
Cell Phone _____

Authorized Real Estate Agents

Listing Agent

Realtor Name(s) _____
Agency _____
Phone _____
Fax _____
Cell Phone _____

This Agent must be present for all showings **Yes** _____ **No** _____

List all others you wish to have access to your home without a confirmation phone call. (Caregivers, Nanny, Chef, Property Manager, Lawn Maintenance, etc.)

Name _____
Company/Occupation _____
Phone _____

Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____

Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes**_____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Security Company Information (if applicable)

Name of Security Company_____

Contact Person(s)_____

Phone _____

Key authorization? **Yes**_____ **No** _____

Shall the Starwood Security Officer release your key to a responding agent such as a Sheriff's Officer, Fireman, Medical Emergency Personnel, etc?

Yes_____ **No** _____

(Use the space below to include any other information or special instructions for the security guards.)

This confidential information is on file at the Starwood Metropolitan District Office and at the Starwood Gatehouse. This information is used **only** by the Starwood Security Guards and the Starwood Office to help them determine who has access to your property.

It is the responsibility of the homeowner to assure that the information in this Confidential Data form is accurate and up to date. It is also the responsibility of the homeowner to revise the Confidential Data form as necessary to keep the information accurate.

Signature **Date**

Starwood Property Address

Starwood Lot Number

This document, as of the above date , supersedes all previous Confidential Data information provided to the Starwood Metropolitan District Security Guards and the Starwood Office.

Release and Assumption of Risk Agreement
Key Distribution Service

The undersigned, for the use and benefit of the Starwood Metropolitan District (Starwood), agree(s) and acknowledge(s) as follows:

A. Starwood has agreed to maintain keys for distribution purposes for property owners in the District, their tenants and house sitters who access their property through the Starwood Gate. The undersigned acknowledge and agree that by availing themselves of the services described above that they will look to their personal insurance carrier for any loss or damage they may suffer. The undersigned further acknowledge that there is a risk of loss from such service, which the undersigned agrees to assume.

B. The undersigned acknowledge that no insurance is maintained in connection with the key service described above. The undersigned further acknowledge that the Agreement contains provisions wherein under specified circumstances the services referred to hereunder may be suspended or terminated.

C. The undersigned acknowledge that they hereby waive any right to any claim, loss or liability of any nature whatsoever against Starwood and that by their acceptance of the above described services they assume any risk for any loss not covered by their insurance.

D. The undersigned acknowledge that if they give their consent to allow their agents, employees, property managers, property management personnel, servants, contractors, housekeepers or tenants to avail themselves or to participate in the services described above, that they shall be bound by the actions of those individuals or entities that will be deemed to be acting on behalf of the undersigned. All authorized persons and entities shall be listed in the homeowner's Confidential Data packet. If the homeowner or authorized agent(s) wish to allow temporary key authorization to a person or entity not listed in the Confidential Data packet, this request must be made in writing and provided to the Gatehouse personnel.

E. The undersigned agree that in the event they institute any litigation in connection with the above-referenced services against Starwood, that Starwood shall be entitled to recover from the undersigned its reasonable attorney fees and court costs.

F. If a homeowner utilizes a property manager, and the property manager is authorized in the Confidential Data packet, the property manager shall be responsible for unlocking and disarming the residence for contractors and service personnel. Gatehouse personnel are not allowed to access a homeowner's residence. The property manager shall ensure that the residence is secure and that all alarms are set after any work has been completed.

Signed _____ Print Name _____

Date _____ Lot Number _____

Release and Assumption of Risk Agreement
Package Distribution Service

The undersigned, for the use and benefit of the Starwood Metropolitan District, a Colorado special district, (Starwood), agree(s) and acknowledge(s) as follows:

Starwood has agreed to accept and distribute packages, parcels and certain deliveries for property owners within the District, and their tenants and house sitters who have authorized access to their property through the Starwood Gate. In order to avail themselves of the aforementioned package distribution service, and as a condition and an inducement to Starwood to provide such service, the undersigned, by their execution of this Release and Assumption of Risk Agreement, hereby fully release, to the fullest extent allowed by law, Starwood, its agents, servants, and employees from any liability of any nature whatsoever which is not covered by insurance. The undersigned further acknowledge and agree that by availing themselves of the package distribution service to look first to their personal insurance carrier for any loss or damage they may suffer and to consider any insurance carried by Starwood as secondary, backup, and excess insurance only.

The undersigned further acknowledge that there is a risk of loss from such services, which the undersigned agree to assume, and that Starwood makes no representation that it has or will be able to provide insurance to cover such service. The undersigned acknowledge that they hereby waive any right to any claim, loss or liability of any nature whatsoever against Starwood and that by their acceptance of the package distribution service they assume any risk for any loss not covered by their insurance.

The undersigned also acknowledge that to keep the Starwood Gatehouse operating efficiently, all items need to be picked up within 48 hours of receipt. The Gatehouse will hold US Mail packages that do not fit in the Starwood Post Office lockers only if the guard on duty can confirm that the property owner(s) or their authorized personnel are in residence and able to pick up the package at the Gatehouse within a day.

The undersigned additionally acknowledge that Gatehouse personnel cannot accept any items from contractors, including, but not limited to, invoices, checks, documents, house plans, packages, etc.

The undersigned acknowledge and agree that if they give their consent to allow their agents, employees, servants, contractors, housekeepers, acquaintances or tenants to avail themselves or to participate in the package distribution service that they shall be bound by the actions of those individuals or entities who will be deemed to be acting on their behalf.

The undersigned agree that in the event they institute any litigation in connection with the package distribution service against Starwood, that Starwood shall be entitled to recover from the undersigned Starwood's attorneys' fees, court costs and expenses.

Signed _____

Print Name _____

Lot Number _____

Date _____