Conseil syndical

Syndicat des copropriétaires de la Vigie

13 å 19 Promenade Paul Doumer - 92400 COURBEVOIE

Reminder: Co-ownership rules - Article 10(i) - Free Access
In the event of a prolonged absence, all residents must leave the keys to their apartment or unit with the property manager or with a person who actually resides in Courbevoie—whose address must be provided to the property management company—who will be authorized to enter the said unit during this absence to address any emergencies.

Trusted Person Declaration Form

La Vigie Residence, Courbevoie –

Co-ownership Regulations, Article 10(i) (unrestricted access)

To be handed to the property manager (or the caretaker, for forwarding to the property manager) in the event of a prolonged absence.

Reminder of the clause

In the event of a prolonged absence, all residents must leave the keys to their flat or premises either with the caretaker of the estate (in exchange for a key handover receipt) or with a person actually residing in Courbevoie, whose address has been provided to the property manager. This person is authorised to enter the property during the absence to deal with emergencies (water damage, fire, etc.).

This form relates to the second option. It does not exempt the occupant from informing the property manager.

1. The person making the declaration

- Surname and first name: .....
- Status: ☐ Owner-occupier ☐ Landlord ☐ Tenant ☐ Other occupier
- Block / staircase: ..... Floor: ..... Flat or apartment number: .....
- Telephone: ..... Email: .....
- If the declarant is a tenant, name and contact details of the landlord:

.....

2. Period of absence

Absent from ..... / ..... / ..... to ..... / ..... / .....

☐ Absence of indefinite duration

3. The trusted person holding the keys

Surname and first name: .....

Address in Courbevoie: ....

Telephone: ..... Email: ....

4. Declaration

I, the undersigned, declare that the keys to my flat have been handed over to the person named above, who is actually resident in Courbevoie, and that this person is authorised to enter my flat in my absence to deal with emergencies (water damage, fire, etc.).

I undertake to inform the property manager without delay of any changes concerning this person or their address, and to notify them of my return.

I acknowledge that I have read Articles 10 and 11 of the co-ownership regulations. If I am a landlord, I confirm that I have provided these to my tenant.

Done at ...., on ..... / ..... / .....

Signature of the declarant: .....

Information on personal data

The information collected is used solely to allow access to the property in the event of an emergency whilst the occupant is away. It is retained by the property manager for the duration of the absence and then deleted upon request or at the end of the absence. You have the right to access, rectify and delete this information by contacting the property manager.