



THE VILLAGE AT BROOKWOOD *HOME & APARTMENT ACCESS AGREEMENT*

Procedure:

It is the policy of The Village at Brookwood to protect the property of residents by ensuring that all houses and apartments will be “locked out” in the event of death or absence (see explanation at #2 below). Access will be restricted to the Security Department, at the direction of the Executive Director/Administrator, and /or Facility Services Director, and other person(s) designated by the resident on the “Unit Access Agreement” or “Instructions for Distribution of Property” form, depending on the reason for access.

1. In the event of a resident death, the Security Department will “lock out” the Unit using a “Security Lock Ball” installed over all door entrance hardware.
2. In the event a resident is temporary or permanently assigned to a higher level of care at The Village at Brookwood, the Security Department will “lock out” the Unit until the resident returns to their Unit or until the Unit is vacated due to permanent assignment to another Unit.
3. The Security Guards, at the direction of the Executive Director/Administrator and/or Facility Services Director, shall be the only staff members authorized to remove the Security Lock Ball to allow “Authorized Guest” to access the Unit. The “Authorized Guest” will be required to sign a “Release Form” in order to enter the unit.
4. Should the resident wish other person(s) to have Unit access, the “Unit Access Agreement” and the “Instructions for Distribution of Property” form must be executed and on file in the Resident’s business file.
5. The “Unit Agreement” and the “Instruction for Distribution of Property” form must be completed, signed and dated by the resident in the presence of a notary. In the case of two people in a unit, both persons must sign and date the Agreement and form in the presence of a notary.
6. The Executive Director/Administrator and/or Facility Services Director shall grant access to a Unit, only after verification of the “Unit Access Agreement” and/or the “Distribution of Property” form, depending on the reason for access. The initial verification will be given only during normal business hours, Monday through Friday 8:30 a.m. until 4:30 p.m.
7. In the event of an unattended death, the local authorities may “lock out” a Unit until the investigation is complete, whereby no one shall have access to the Unit until the “Unit Access Agreement” and the “Instruction for Distribution of Property” form is presented to local authorities.

8. In the event of a resident death, no property shall be removed from the resident's apartment by anyone until the Executor of the Will/Administrator of the Estate or the person(s) named on the "Instruction for Distribution of Property" form produces a Letter of Administration and subsequent directions for property distribution.
9. The "Unit Access Agreement" and "Instruction for Distribution of Property" will be maintained in the resident's business file.