

Please complete this form to apply for your access permit. The completed form should be submitted to the building concierge. Access Permits will be processed within one (1) business day.

COMMERCIAL BUILDINGS
Unit details:

Company name:	<input type="text"/>	Owner:	<input type="text"/>	Tenant:	<input type="text"/>
Community:	<input type="text"/>	Building no.:	<input type="text"/>	Unit no.:	<input type="text"/>
Contact person:	<input type="text"/>	Contact no.:	<input type="text"/>		
Email:	<input type="text"/>				

Access required for: (Contractor/service provider/supplier)

Company name:	<input type="text"/>				
Contact person:	<input type="text"/>	Mobile no.:	<input type="text"/>	No. of staff expected:	<input type="text"/>

Type of access required: **Delivery** **Minor maintenance**
 (Select whichever is applicable)

Start date: **End date:**

Work description

Important Note: Please make sure you read and understand the terms and conditions. Permit will be issued only for the above mentioned purposes and is not applicable for any type of fitout work or refurbishment to the unit. For fitout (major or minor) or major maintenance requirements, please contact communities@ecm.ae

Terms & Conditions

- The access permit grants limited access to contractors/service providers/suppliers to enter the unit through the building loading bay as specified by Emaar Community Management LLC (ECM) hereunder.
- The application for access permit should be submitted with minimum two working days advance notice.
- The application for access permit must be signed and stamped with the company seal.
- Deliveries are permitted from the designated loading bays and through service lifts only.
- A permit issued for delivery has a validity of three months only. For long term requirements, the tenant will need to follow the standard process for issuing a new permit.
- Floor protection is the responsibility of the occupant.
- Necessary safety precautions should be undertaken by the occupant.
- Permit holder's service providers/suppliers/contractors should abide by the Community Rules, access and security policies of the community at all times.
- Bulk and large deliveries are allowed only after trading hours, i.e. between 9:00pm and 6:00am. Maximum truck height is 2.3 metres.
- All deliveries/work carried out shall be supervised by the unit's owner/tenant bearing full responsibility for the work, manpower and surroundings. Any damages to the common area while delivering or performing the work should be reported to the Security. The cost for repair shall be borne by the tenant/owner.
- The holder of the permit agrees to abide by all rules, regulations, policies and directions made or to be made from time to time by ECM and/or its parent company which are in any way related to or connected with this subject.
- The holder of this permit is not allowed to carry out any work in common area or any building common infrastructure including, but not limited to fire alarm system, firefighting system, access control systems, electrical distribution boards, common shaft/ducts, chilled water network, etc.

By submitting this form, I/we accept the Terms & Conditions mentioned above, based on which an Access Permit will be issued.

I/We hereby confirm that the above mentioned information is true and accurate. I/We further confirm, agree and acknowledge that I/we will engage the above mentioned contractors/service providers at my/our own risk, responsibility and liability. ECM, its parent company, directors, shareholders, consultants, contractors, service providers, agents, employees, the building's Owners Association and other affiliates and subsidiaries shall not be responsible or liable in any manner whatsoever for loss, theft or damage arising from the above mentioned deliveries/work and I/we shall keep them harmless and fully indemnified against all claims, liabilities, damages, costs and/or expenses that are in any way related to or connected with this subject. I/We further confirm, agree and acknowledge that the access granted and specified hereunder does not constitute access to any other parts of the building's common areas.

Owner's/tenant's authorised signatory

Name:

.....
Applicant's signature

.....
Date



Company stamp

For office use only

Approved by	Date	Permit Number
Name & Signature	<input type="text"/>	<input type="text"/>
Remarks	<input type="text"/>	