



Mail Hold / Key Release Form

Mail Hold / Key Release Permission

I, _____, give the Ellington Concierge permission to obtain and hold all of my US Postal Mail until I return.

FROM:

UNTIL:

Date of departure: ____/____/____

Date of return: ____/____/____

Unit #

Key#

Resident:

Date:

Ellington Representative:

Date:

Instructions: