



# PORTAL ACCESS AGREEMENT

940 N. Walnut St, Bloomington, IN 47404  
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**This portal access agreement is between the Tenant(s) listed on an Elkins Apartments lease and a Third-Party, usually a subtenant, who desires full and complete access to the account history, management, and payment functions of the Elkins Apartments account management portal. By executing this document, the Tenant(s) provide Elkins Apartments with authorization to create an additional tenant portal account for the Third-Party to access the existing account.**

The undersigned hereby agree that effective as of the date this agreement is fully executed that the THIRD PARTY shall have the full access to the Tenant(s) shared electronic account, subject to the following understandings, terms, and conditions:

1. The Tenant(s) understand that providing access to the portal will allow the Third-Party to review any and all past, current, and future charges, payments, work orders, portal communications, or any and all other data associated with the Tenant(s) portal account.
2. Provision of portal access is an all-or-nothing procedure. There is no method for Elkins Apartments to limit the information to which Third-Party will receive access. Tenant(s) understand that if the sole purpose of provision of portal access is to allow third-party to make electronic payments on the account, then Third-Party has the option of making such payments using a form which does not provide Third-Party with access to the portal. Tenant(s) specifically are electing to allow full access rather than utilize this more restricted method of third-party payment.
3. The Parties agree to indemnify and hold harmless Elkins Apartments, its heirs, and assigns, from any and all liability or claims related to access by Parties to the portal, including any claims related to disclosure of private information accessible through the portal.
4. Third Party and Tenant(s) agree not to share login information with other additional Third-Parties.
5. Elkins Apartments may, at its sole discretion, under the terms of Section 20 of the lease that allow a single Tenant to act on behalf of all Tenant(s), consider this agreement fully valid with one or more signatures of Tenant(s).
6. Elkins Apartments must approve Third-Party access to any account under this agreement and reserves the right to refuse such approval for any reason whatsoever. Elkins Apartments may rescind portal access to any Tenant or Third Party at any time for any reason whatsoever and without prior notification.
7. Third Party and Tenant(s) affirm that portal access is a privilege and that at no time shall the inability of tenant or third-party to access or use the tenant portal absolve the parties from their obligations regarding timely payment of charges under the terms of the original lease and/or sublease agreement.

**We have read, agree to, and understand our responsibilities.**

_____ THIRD-PARTY DESIRING ACCESS (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date
_____ TENANT (Printed)	_____ Signature	_____ Date

Elkins Apartments hereby gives consent to the Portal Access Agreement set forth herein.

_____ Elkins Apartments Representative (Printed)	_____ Signature	_____ Date
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