

Association Video Footage Release Authorization

Return the completed, signed form to support@startechgrp.com. STG cannot pull or release footage until this form is received.

1. Association

Association name

Property address

STG account / job #

2. Footage requested

Start date

End date

Time window (from – to)

Camera(s) / location(s)

Reason for request (incident, claim, police report #, etc.)

Include audio, if recorded? ☐ No (default) ☐ Yes

Delivery method: ☐ USB drive ☐ Secure download link ☐ Other: _____

3. Release footage to

Name

Organization

Email / phone

Relationship to association (owner, police, insurer, attorney, etc.)

4. Authorization and terms

The Association authorizes Star Technology Group (“STG”) to access the Association's video surveillance system, locate, export, and deliver the footage described above to the person named in Section 3. The Association understands and agrees:

- 1 **Ownership.** The footage belongs to the Association. STG acts only as the Association's service provider and does not review, interpret, or vouch for its content.
- 2 **No guarantee.** Footage may be unavailable because of retention settings, overwriting, equipment failure, power loss, or camera position. STG does not guarantee that any footage exists, is complete, or shows any particular event.
- 3 **Responsibility for release.** The Association is solely responsible for deciding to release the footage and for any privacy, notice, or records obligations that apply to it, including obligations to owners, residents, and visitors.
- 4 **Release of liability.** The Association releases STG, its owners, employees, and contractors from claims arising from the release, use, misuse, or further distribution of the footage after delivery, except claims caused by STG's gross negligence or willful misconduct.
- 5 **Indemnity.** The Association will indemnify and hold STG harmless from third-party claims arising from the release or use of the footage, except claims caused by STG's gross negligence or willful misconduct.
- 6 **Fees.** Footage retrieval is billed at STG's current service rates, plus media cost, unless covered by the Association's service agreement.
- 7 **Copies.** STG will not keep a copy of exported footage after delivery unless the Association asks in writing, or STG is required to by law.

5. Signing authority

The person signing below certifies that they are authorized to approve this release on the Association's behalf.

Signer is: ☐ Board President ☐ Other board officer: _____ ☐ Property manager / CAM

If the property manager signs: ☐ Board approval is attached (minutes, resolution, or written email from a board officer).

Management company (if any)

CAM license # (if any)

6. Signature

Printed name

Title

Signature

Date

STG use only

Received by

Date

Exported by

Date

Files delivered (names / count)

Delivered to

Method