

BUILDING OWNER'S CONSENT
FORM S-7833

1. GENERAL

1.01 This section describes the procedures to follow in preparing Form S-7833, Building Owner's Consent.

1.02 This form is required when it is necessary to place wiring or equipment at locations other than originally established facilities, or away from outlets or locations provided or designated by the building owner. It is generally required only on apartment houses, multiple-unit dwellings, and buildings with siding that is difficult or impossible to repair. However, Form S-7833 may be used on any installation when the tenant makes a request that appears to be in conflict with the specification of the building owner.

1.03 The completed form, when signed by the building owner or his authorized agent, provides evidence that permission is granted for the installation of telephone facilities. This written consent helps avoid misunderstandings and unwarranted criticism.

1.04 This section is reissued to change information pertaining to the retention of the signed Form S-7833 by the operating companies. Marginal arrows are used to identify the new material. Remove the previous issue of this section from the binder or microfiche file and replace it with this issue.

2. PREPARATION

2.01 Form S-7833 is prepared by telephone company personnel when any of the following conditions are found:

- (a) Tenant requests installation at locations other than where there are existing facilities.
- (b) It is impossible to use existing conduit facilities.
- (c) Excessive number of holes must be drilled.
- (d) Wiring must be exposed on walls, eaves, etc.
- (e) Buildings with siding that is difficult or impossible to repair.

2.02 An example of the form is shown in Figure 1. When completed, this form will give a full description of the work required, such as a wall set or bell box to be mounted, exposed wiring, holes to be drilled, etc. Use the back of the form if additional space or a sketch is required.

3. PROCURING OWNER'S CONSENT

Immediate Consent

3.01 If consent of the building owner or his authorized agent is procured immediately, by signature on Form

S-7833, telephone company personnel can then complete the installation. The (white) telephone company's copy of the form is attached to the service order and returned with the daily workload folder. The form is checked by the employee's foreman or supervisor for accuracy and is then routed to the appropriate plant manager's office to be filed. Form S-7833 should be retained as dictated by local company requirements.

3.02 The (pink) building owner's copy is left for the owner's file.

Verbal Consent — Signature Not Immediately Available

3.03 If verbal consent is obtained from the customer, telephone company personnel shall request the customer to have the form signed by the building owner or his authorized agent. Both copies of the completed form, together with an appropriately self-addressed envelope (see note to paragraph 3.04), are left for signature and returned to the plant manager's office to be filed in accordance with the local company's requirements. Telephone company personnel can then proceed with the installation. Upon completion of the installation, telephone company personnel note this information on the working copy of the service order and return it to the telephone company foreman or supervisor who will file the service order with Form S-7833 until receipt of the signed form.

Consent Not Available

3.04 When unable to obtain either verbal or written consent, telephone company personnel shall inform the customer that the work cannot be completed until the signed form is returned to the telephone company. One set of the completed forms and a self-addressed envelope with the service manager's address is left for the owner's (or agent's) signature. The service order is turned back as Customer Will Advise (refer to Section 662-055-015) until the signed form is received by the service office.

NOTE: No. 6-7/8-size, self-addressed envelopes are selected by the plant manager, or his representative, from the Service Section of the Stationery Catalog for use by the customer to return the form. The telephone company personnel shall write in the appropriate manager's address.

