



**Key Fob Request Form**

**Adopted on: January 22, 2014**

Date: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone:(\_\_\_\_)\_\_\_\_\_ Evening/Cell Phone:(\_\_\_\_)\_\_\_\_\_

Email address: \_\_\_\_\_

**\*\*\***

Tenant's Name: \_\_\_\_\_

Day Phone:(\_\_\_\_)\_\_\_\_\_ Evening/Cell Phone:(\_\_\_\_)\_\_\_\_\_

Email address: \_\_\_\_\_

By signing this form, I agree to follow the association's community and pool rules, as well as take responsibility for all members of my households, visitors and guests.

Homeowner's Signature: \_\_\_\_\_ Tenant's Signature: \_\_\_\_\_

**Key fobs are transferable, however, if you are in need of a replacement, you will be charged a non-refundable \$100.00 per key fob. ONLY two (2) key fobs will be allowed per home. If a key fob is either lost or stolen, it must be reported to Management as soon as possible so the key fob can be immediately deactivated.**

**Key fobs are available at Accell Property Management, Inc.  
(By Appointment Only)**

**Key Fob Information (TO BE COMPLETED BY ACCELL)**

Date Key Fob Issued: \_\_\_\_\_

Key Fob #: \_\_\_\_\_

Payment Method: Cash \_\_\_\_\_ Check #: \_\_\_\_\_

Issued By: \_\_\_\_\_

Received on: \_\_\_\_\_

Please Return This Form To:  
ACCELL PROPERTY MANAGEMENT  
23046 AVENIDA DE LA CARLOTA, SUITE 700  
Laguna Hills, California 92653  
949-581-9785 Facsimile