



Request for Pool Key or Gate Fob

All assessments and fees must be current!

This form and a waiver must be completed and returned to our office in order to receive your pool key card or gate fob.

NAME: _____
Last First

ADDRESS: _____

PHONE: _____ EMAIL: _____

IMPORTANT!

Only the legal Owner of record may request a pool key or gate fob. Owners are responsible for ensuring any tenant or occupant of their home is provided the pool key and/or gate fob for use and Owners are responsible for any loss of pool keys or gate fobs provided to a Tenant or Occupant.

The initial pool key is free and each home will receive only one pool key card per home. The first two initial gate fobs are free. Additional or replacement keys or fobs may be obtained for a fee of \$25.00 for each additional or replacement requested.

I am requesting my free Pool Key and/or Gate Fobs: _____

Number of Additional or Replacement Pool Key(s): _____ x \$25.00 each

Number of Additional or Replacement Gate Fob(s): _____ x \$25.00 each

Please make checks payable to SOHO Square

This form can be returned by regular mail to the address listed below with payment by check or money order. Upon approval of the Board or the Managing Agent, fees for additional or replacement keys or fobs may be charged to an Owner's account however, if payment is not received within fifteen (15) days of the charge date the additional or replacement keys or fobs will be deactivated until payment in full is received. You may e-mail this form with a request to add the charge to your account to poolkeys@essexhoa.com.

Property Owner(s) Signature (at least one Owner must sign)

Date: ____/____/2019

By signing above I/we authorize Essex Association Management, LP, on behalf of SOHO Square Homeowners Association and/or SOHO Square Master Association to charge my/our account for the issuance of the number of pool key(s) and/or gate fob(s) indicated above. I/we understand that if payment is not submitted within fifteen (15) days of the date above the newly issued pool key(s) and/or gate fob(s) will be deactivated until I/we have paid the amount due in full.

Essex Association Management, LP
1512 Crescent Drive, Suite 112
Carrollton, TX 75006

ALL INQUIRIES ON STATUS OF POOL OR GATE FOB REQUESTS MUST BE SUBMITTED ONLINE AT WWW.SOHOSQUAREHOA.COM
UNDER THE "CONTACT US" TAB