

**PORTOLA SPRINGS COMMUNITY ASSOCIATION
 HOMEOWNER KEY FOB INFORMATION FORM
 (NEW)**

PLEASE PRINT CLEARLY

DATE SUBMITTED _____

PROPERTY ADDRESS _____

CLOSE OF ESCROW DATE _____

OWNER (S)
 NAME: _____

ADDRESS TO RECEIVE CERTIFIED MAIL

ADDRESS: _____
 Street

ADDRESS: _____
 Street

City State Zip

City State Zip

TELEPHONE: () _____ WORK

() _____ HOME

DRIVERS LICENSE: _____
 State Number

DRIVERS LICENSE: _____
 State Number

DRIVERS LICENSE: _____
 State Number

DRIVERS LICENSE: _____
 State Number

Key fobs (2 free*, limit 4 per household) *The first 2 issued to the original property owners are free, replacement and additional key fobs cost \$25.00 each.

Needed _____ Amount Due \$ _____

(Check payable to Portola Springs Community Association for total due must accompany this form.)

Total Enclosed \$ _____

CHECK ONE BOX BELOW:

I WOULD LIKE MY KEY FOBS MAILED

I WILL PICK UP KEY FOBS (address below)

By my/our signature below, I/we acknowledge responsibility for the use of all common facilities by our household and any guests/visitors. We agree to pass along our key fob(s) to any subsequent owner(s) of our property, in the event of the property changing hands.

 Owner Signature

 Date

FOR OFFICE USE ONLY

Key Fobs Assigned:

#1 Key Fob
 Number

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#2 Key Fob
 Number

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#3 Key Fob
 Number

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4 Key Fob
 Number

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Logged In
 Computer

Date

By

Form must be filled out in its entirety.

Deliver or email form to Keystone Pacific Property Management, LLC 16775 Von Karman, Suite 100, Irvine, CA 92606
 (949) 833-2600 email rmontesdeoca@keystonepacific.com