



## Request for Pool Key Card

**\*All assessments and fees must be current\***

This form must be completed and returned to our office to receive your pool card.

NAME: \_\_\_\_\_  
Last First

ARE YOU THE OWNER: YES NO IS THIS YOUR FIRST KEY: YES NO  
(circle one for each question)

PROPERTY ADDRESS: \_\_\_\_\_

IS THIS FOR A RENTER? \_\_\_\_\_ \*RENTER'S NAME: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

***IMPORTANT!!!***  
***Each homeowner will receive ONLY one key card per household.***  
***Replacement keys will cost \$25.00 each.***

Additional or Replacement Key: \_\_\_\_\_ x \$25.00 each. Total Due: \$ \_\_\_\_\_

Key Card # No Longer Working: \_\_\_\_\_

**Please make checks payable to Ownsby Farms HOA, Inc.**

**This form can be returned by regular mail or via-email to [poolkeys@essexhoa.com](mailto:poolkeys@essexhoa.com)**

*\*Management has thirty (30) days to review and process your request. Should you have any questions you may submit an inquiry via the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly. To ensure a response, please include the name of your association, your address, and a telephone number.*

Essex Association Management, L.P.  
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