



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 Valencia on The Lake HOA, Inc.
This form can be returned by regular mail or email to poolkeys@essechoa.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.*

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