

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

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. **All resale properties must retrieve pool key card from the previous owner of the property, or you may purchase a replacement /additional key at \$25.00 each.***

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

Please make checks payable to

This form can be returned by regular mail or via-email at poolkeys@essexhoa.com

Management has ten (10) business 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.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030