

Process for Obtaining a Pool Key

- 1. Owner is to complete Pool Key Application**
- 2. Owner must read and sign Pool Access Agreement.**
- 3. Tenant must initial Pool Access Agreement.**
- 4. Attach 1st and last page of lease to agreement**
- 5. Owner and tenant should keep pool rules and review them.**
- 6. Make sure all Homeowner fees and liens are paid. (If owner owes money to Cloverplace you will not be able to obtain key, until paid in full.)**
- 7. Email all paperwork to Cloverplaceboard@outlook.com. You can also bring it to a board meeting.**
- 8. Times will be scheduled to drop off paperwork and pick up key at the pool.**
- 8. Owners will need to give permission for tenants to pick up keys. Keys will only be distributed in person with picture ID.**
- 9. If tenants/owners were never approved for move in, then they will need to complete the application process. There is a \$100.00 fee for adults (age 18 and above) for background check. Couples who are married or have adult children will only need to pay \$100.00. If adults are not related, then each will have to pay the \$100.00 fee.**