

Cloverplace Condominium Association, Inc.

Pool Key Release Form

All unit owners must complete and return this form to cloverplaceboard@outlook.com to receive a key card for gate and/or bathroom key for pool. Only one key card will be issued per unit. ID will need to be shown to receive keys. Owner will need to sign to give permission for tenants to pick up keys in their absence. If key is lost, stolen or broken, contact cloverplaceboard@outlook.com for a replacement card or pool key. The replacement fee is \$20 for gate card and \$10 for bathroom key. Owners are responsible for getting keys back for tenants when they move out. If an owner is more than 60 days past due on association fees, access to the pool will be revoked until all past due fees and liens are paid.

Please print clearly.

Cloverplace Owner Name: _____

Cloverplace Unit Address: _____

Owner's Phone Number: _____ **email:** _____

Mailing address (if different from above): _____

Name of Tenant (if applicable): _____

Tenant's Phone Number: _____ **email:** _____

Owner's signature if tenant has permission to pick up keys:

Select one: Gate Access Card Restroom Key Both

Pool hours are from 7:00 am to 9:00 pm weekdays, 7:00 am to 10:00 pm weekends.

By my signature below, I acknowledge that I will respect and observe the pool rules and I will assure that my tenants or guests will do the same. I understand that the gate access card will be assigned to me and should not be shared with others.

Signature of Owner

Date

Print Name of Owner