

**Heritage Greens Community Master Association (Rev Aug 2020)**  
**Key FOB/Card Replacement Request Form**  
**c/o Guardian Property Management**  
**6704 Lone Oak Blvd, Naples FL 34109**

I have lost or misplaced by key fob/card or did not receive either as a result of home sale turnover. Replacement cost for each fob and/or card is \$10.00. Any homeowner requesting a 3<sup>rd</sup> or more means of access will be issued a Key Card at a cost of \$10.00 per card. If you are not able to pick up your Key Fob/Card(s) in person, you have the option to designate a responsible person (Authorized Representative) to pick it up for you.

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Homeowners Name (Please Print)

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Heritage Greens Property Address (Please Print)

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Homeowners Contact Phone Number and Email address (Please Print)

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Option 1: I hereby request one (1) replacement key Fob at homeowner expense. **Y or N (circle one)**

Option 2: I hereby request \_\_\_\_\_ additional Key Card(s) at homeowner expense (\$10.00 each).

**Make checks payable to Heritage Greens Community Association.**

- I will email [Rivarahgcaboard@gmail.com](mailto:Rivarahgcaboard@gmail.com) to arrange pickup of Key Fob/Card
- I need to have my Key Card(s) mailed to the following address at my expense (addtnl \$10.00) **Y or N (circle one)**
  - *I understand that if the Key Card(s) are lost or not received I need to contact Guardian Property Management to have the assigned Key Fob/Card(s) turned off and will be required to purchase new Key Card(s) at my expense.*

Mail to me at: \_\_\_\_\_

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Authorized Representative: \_\_\_\_\_

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Homeowner Signature

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Date