

Heritage Greens Community Association, Inc.

Key Card Request Form

C/O Guardian Property Management
6704 Lone Oak Blvd, Naples FL 34109

All Heritage Greens' Unit Owners were initially issued one (1) Key FOB and, if requested, one (1) Key Card at no cost to them. When a home in Heritage Greens is purchased, the new Unit Owner should receive any Key FOB(s)/Key Card(s) issued to the previous Unit Owner at the closing. If Key FOBs/Key Cards are not turned over to the new Unit Owner at the closing, if a Unit Owner loses a Key FOB or a Key Card, or if a Unit Owner would like additional Key Cards, the Unit Owner may request new Key Card(s) (only) by filling out the following:

Unit Owner's Contact Name: _____

Unit Owner's Heritage Greens Property Address: _____

Unit Owner's Contact Phone Number: _____

Unit Owner's Contact Email Address: _____

I am requesting _____ Key Card(s) due to:

_____ Key FOBs/Key Cards were not turned over to me, the new Unit Owner, at closing

_____ I, as the Unit Owner, have lost a Key FOB or a Key Card

Note: If a Key FOB or Key Card was lost, please indicate the number(s) on any remaining Key FOB(s) and/or Key Card(s) that you currently possess:

_____ I, as the Unit Owner, would like an additional Key Card(s)

If, as the Unit Owner, you would like to authorize someone to pick up the replacement/additional Key Card(s) on your behalf, please print the name of the authorized representative here:

Unit Owner's Authorized Representative: _____

Note: The Unit Owner's Authorized Representative must present a valid identification card at the time of pick-up.

Unit Owner's Signature: _____

Date: _____

Please bring this application, along with a check made out to "HGCAI" for \$10 (per additional Key Card) to the Heritage Greens Community Center during the following days/times:

- *Tuesdays (except for the 4th Tuesday of the month) from 9:00 AM to 12:00 PM*
- *Tuesdays (on the 4th Tuesday of the month) from 3:00 PM to 6:00 PM*
- *Thursdays from 9:00 AM to 12:00 PM*

To Be filled out by HGCAI Representative:

Issued Key FOB / Key Card #: _____ By: _____ Date: _____

Issued Key FOB / Key Card #: _____ By: _____ Date: _____

Issued Key FOB / Key Card #: _____ By: _____ Date: _____