

UNIT \_\_\_\_\_

## THE PRESERVE AT SAN JOSE CONDOS FACILITIES KEY REQUEST FORM

**PLEASE PRINT LEGIBLY. THIS MUST BE COMPLETED BY ALL OWNERS.**

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

EMAIL \_\_\_\_\_

**I acknowledge receipt of key card. I also acknowledge that I will abide by The Preserve at San Jose Condominium documents and Rules and Regulations. I also acknowledge that I understand I am responsible for guest that I bring or let into the pool or fitness area.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you are a landlord, please fill out below.**

I, \_\_\_\_\_ authorize \_\_\_\_\_ to accept a key  
Owner (Print) Name Renter or Authorized Agent (Print) Name  
on my behalf.

- I acknowledge that I have provided the renter with the Documents and Rules and Regulations of The Preserve at San Jose Condominiums and they understand their obligations to abide by same.
- I acknowledge that I am responsible for my guests, or anyone that I give access to the pool or fitness center.
- I understand that my rights to the pool and fitness center may be suspended should the homeowner fall out of good standing with the Association.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Contact # (cell) \_\_\_\_\_ (work) \_\_\_\_\_

If you need us to mail the key to you or a third party property manager, please also fill out below:

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_

First key card - No Charge  
Replacement key card - \$10.00

If mailing: Send Check or Money Order made out to The Preserve at San Jose Condominium  
If in person: Check or Money Order will be accepted.

Please bring this form with you to pick up key.

If you are authorizing agent to pick up key you may:

Fax to: 904-269-8108  
Mail to: The CAM Team  
1008 Park Ave  
Orange Park, FL 32065

**NOTE: RESIDENT MUST HAVE KEY CARD WITH THEM TO ENTER THE POOL OR FITNESS CENTER.**