

## **KEY FOB REQUEST FORM for AMENITIES of Inland Greens and Cedar Ridge**

Complete this form and submit it to GO PROPERTY MGMT. to get a key fob activated for your address.

**Owner's Name:** \_\_\_\_\_

**IG/CR Property Address:** \_\_\_\_\_

**Email (required):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**I would like a key fob for access to our communities' amenities and understand and agree to the following:**

- Only one (1) key fob will be issued per address. The deposit is \$25 and the key is the property of IG/CR, Inc.
- As the owner, I am solely responsible for this key fob and will return it (and receive my deposit back) upon the sale of my home. I understand the key fob will be deactivated when my home is sold.
- I have read the Rules for each amenity (pool, sport courts, etc.) and will abide by them and I understand that the key fob can be revoked/deactivated if any Rules are violated by me, my guests or my tenants.

If the key fob is lost or stolen, I will not get my deposit back, will be charged a "lost key fee" to cover replacement costs, and I understand that the deposit on another key for this same address will be \$50. A lost or stolen key fob should be reported to the HOA/Property Management Company immediately and will be deactivated.

- **If I rent my property**, I am responsible for the actions of my tenants and their guests and will provide the HOA/Property Management Company with a current copy of the lease that specifies the names of all tenants. I understand that if I give my tenants my rights to the amenities, I relinquish my rights - both parties may not have access.

\_\_\_\_ Yes! My home is a rental. My tenant has my permission to present a photo ID and pick up my key.

Tenant's name: \_\_\_\_\_

**My signature below indicates that I understand and agree to the above statements. A deposit and valid photo ID will be presented with this Form for pick-up of a key fob in person, if my request is approved by the HOA.** Please note: The HOA has the right to deny access to amenities to anyone who has violated any Rules or is behind in payment of any assessments or fines owed to the HOA.

_____ <b>Print Name</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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**Choose one:** \_\_\_\_ I will pick up my key fob at the HOA Management Co. listed below (best/safest choice);  
or \_\_\_\_ I am enclosing \$10 for shipping/handling to have the key fob mailed to me at this address:

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### ***For Office Use Only:***

Ck'd account status? \_\_\_\_; ID Verified via Photo? \_\_\_\_; Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Key Fob Returned by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deposit Refunded by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature verifying receipt of Deposit: \_\_\_\_\_

**Make checks/payments payable to: IG/CR Inc.**

**Submit this form to: GO Property Management Co., 1721 Allens Ln, Suite 223, Wilmington, NC 28403 or by mail to: PO Box 566, Wrightsville Beach, NC 28480 ~ Phone: (910) 509-7281**