



Request for Pool Key Card

All assessments and fees must be current

This form must be completed and returned to our office in order to receive your pool card.

NAME: _____
Last First

ARE YOU THE OWNER: YES NO IS THIS YOUR FIRST KEY: YES NO
(circle one for each question)

PROPERTY ADDRESS: _____

IS THIS FOR A RENTER? _____ *RENTER'S NAME: _____

MAILING ADDRESS IF DIFFERENT: _____
****Please include alternate address if request will be mailed out differently than listed property address as shown above****

CELL: _____ EMAIL: _____

IMPORTANT!!!
Each homeowner will receive ONLY one key card per household.
Replacement keys will cost \$25.00 each.

Additional or Replacement Key: _____ x \$25.00 each. Total Due: \$ _____

Key Card # No Longer Working: _____

Please make checks payable to Barcelona HOA, Inc.
This form can be returned by regular mail or via-email at poolkeys@essexhoa.com.

**Management has fifteen (15) business days to review and process your request. Should you have any questions you may submit an inquiry via the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly. To ensure a response, please include the name of your association, your address, and a telephone number.*

Essex Association Management, L.P.
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