CONCERTO
LOFT CONDOMINIUM ASSOCIATION

ACCESS DEVICE REQUEST FORM

Homeowner Information

Name	
Street Address	
City ST Zip Code	
Home Phone	
Work Phone	
E-Mail Address	
Fax #	

RULES & REGULATIONS REGARDING KEYS/ACCESS DEVICES

Each owner should receive from the Sales Office or the prior owner upon closing of escrow the following keys and access devices:

Unit key	*Elevator & building entry access device (FOB)*
Mailbox key	*Parking garage transponder*
Pool Gate Key	*Storage bay door (if applicable)*

Each unit will initially be assigned two unit access keys, two mailbox keys, two garage access devices, and two elevator and building entry access devices. .

Any Homeowner requesting additional access devices will be required to fill out and provide a Request for Access Device Form. Only homeowners may request additional keys and devices. FOB's will not be issued for non residents except in the case of nannies, pet sitters and personal assistants.

I, the above-mentioned homeowner of unit #_____, have read and understand the above rules and regulations regarding keys and access devices and am requesting to purchase the additional items listed below for the following reason:

_____.

These items will be assigned to the following person_____

who is a resident / nanny / pet sitter / personal assistant / _____(circle one).

Access Device Request

FOB _____ (# requested at $15/each) # Assigned_____
Assigned_____

TRANSPONDER _____ (# requested at $20/each) # Assigned_____
Assigned_____

UNIT KEYS_____ # MAILBOX KEYS_____ POOL GATE KEY _____

Homeowner Signature Date

Loft Condominium Association Staff Representative Date