

La Vista at Laguna Niguel

Electronic Key Fob Acquisition Form

IMPORTANT: The current pool key will need to be retained for use at the gym and restroom.

Owner (s) Name: _____ Tenant(s) Name: _____

Address: _____

Phone Number: _____ Email address: _____

Garage Number(s): _____ Has a New Garage Door Been Installed: Yes or No

Homeowner:

Photo ID: _____

Renter:

Photo ID: _____

Current utility bill: _____

Current utility bill: _____

Current Resident Name: _____ Other adults in household: _____

Please list all children in household:

Name: _____

Name: _____

Name: _____

Name: _____

Lost key fobs and new homeowner key fobs cost \$100.00; A new key will only be issued after the previous key fob has been deactivated. And a new Key Fob Acquisition Form has been completed. We only accept checks. Please make checks payable to the La Vista at Laguna Niguel.

Residents must have their key fob to use the La Vista Facilities. Do not hold open or prop open the gates for anyone. Keep the facilities that you pay for yours. If anyone asks you to let them in, please direct them to Management.

I realize that if I, or any user of my key fob, do not abide by the Rules and Regulations, my key fob may be deactivated. The key fob may also be deactivated should my homeowner assessment payments fall in arrears. I also understand that it is my responsibility to pass the key fob to the next owner/renter and to let the Management Company know when I have moved.

Signature: _____ Date: _____

Phone (Primary): _____ Phone (work) _____

To be completed by the La Vista Staff: Amount: \$ _____ Check #: _____ Processed by: _____ Address confirmation: _____ Key number: _____ Date key issued: _____ Notes: _____

**Offsite La Vista at Laguna Niguel Owner
Letter of Authority**

Dear Off Site La Vista Owner:

Please complete the following information and sign the key fob release statement so that the renters/tenants that live in your unit can pick up a new electronic key fob for the La Vista at Laguna Niguel Pool and Spa. When completed, please mail to:

**La Vista at Laguna Niguel
c/o Powerstone Property Management
9060 Irvine Center Drive
Irvine, CA 92618**

*Your renters/tenants will not be able to pick up a key-card until Management has received this form.

La Vista Address: _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Garage Number(s): _____ Has a New Garage Door Been Installed: Yes or No

IMPORTANT: The current pool key will need to be retained for use at the gym and restroom.

Please be aware that as the owner of a La Vista residence, you are responsible for any damages or problems that your tenants may cause at or to the La Vista property. Your renters/tenants must furnish a photo ID, a current utility bill or copy of the current lease, and we must have this letter completed (Letter of Authorization) before the renters/tenants can receive a key fob. If you are requesting a replacement key fob the previous key fob issued for this address will be deactivated before a new key fob can be activated. We will need new paperwork completed every time a new key fob is ordered.

I realize that if I, or any user of my key fob, do not abide by the Rules and Regulations, my key fob may be deactivated. The key fob may also be deactivated should my homeowner assessment payments fall in arrears.

I also understand that it is my responsibility to pass the key fob to the next owner/renter and to let the Management Company know when I have moved.

Please complete section "A", if you would like your renters/ tenants to use the La Vista facilities or section "B" if you want to deny your renters/tenants access to the La Vista facilities.

Section A

I, _____, authorize, _____ to pick up a key card for the La Vista facilities. I understand that I will be responsible for all damages and problems that my renters/ tenants may cause at or to the La Vista facilities. My renters/ tenants may have access to all La Vista facilities should they want to use them, such as the rental of the clubhouse, pool, laundry room, and fitness center, provided they complete all relative paperwork and procedures.

Signed _____ Date _____

Section B

I do not authorize my renters/ tenants to use the La Vista facilities. I understand that if my renters/tenants do not have a key fob that they will not be able to participate in any La Vista events nor will they be able to use any of the facilities.

Signed _____ Date _____