



Reply to: Sarasota Office
31 Sarasota Ctr. Blvd., Suite B
Sarasota, FL 34240
(941) 377-3419 Ext. 118

**DEL TIERRA HOMEOWNERS' ASSOCIATION, INC.
GATE AND AMENITY
KEY FOB ASSIGNMENT FORM**

Please complete below and bring this form with check or money order into the Del Tierra Property Management Office at the Pavilion for processing.

Name: _____

Address: _____

Phone #: _____

Signature: _____

Printed Name: _____

To Be Filled Out by the Management Company:

Number of Key Fobs assigned: _____

Number(s) Assigned: _____

Changes made: _____

Please keep a copy of this form with your assigned numbers. *As the Owner of record, you are responsible for the key fobs and their use by any Tenant and/or Guest.*

Providing access to guests: The phone number provided above will be entered into the directory system. When guests arrive, they will scroll through the system to find the owner name and then press the phone button. The system will call the number associated with the owner, and connect you and the guest. If you choose to open the gates, you will press 9 from your telephone.

Fee for replacement key fob(s): If an Owner loses or needs to replace a key fob, there will be a charge of \$30.00 per key fob. Checks or Money Orders should be made payable to Del Tierra Homeowners' Association, Inc.

Gate Stickers: Access stickers are \$25.00 each.