

**COTTONWOOD VILLAS
CONDOMINIUM OWNERS ASSOCIATION**

C/O VISION COMMUNITY MANAGEMENT
16625 S Desert Foothills Parkway
PHOENIX, AZ 85048
PH (480) 759-4945 FAX (480)759-8683
Email: Cottonwoodvillas@wearevision.com

POOL KEY REQUEST FORM

Amount of Keys _____

Homeowner Name: _____ Date: _____

Property Address: _____ Lot/Unit #: _____

Phone Number: (_____) _____ - _____ Email: _____

Mailing Address (if different from property address for mailing of the key(s)):

(IF APPLICABLE)

Please note, keys will not be released to tenants or management companies without written homeowner authorization on file. Please contact Vision Community Management to ensure you are authorized to obtain a key.

Tenant Name: _____

Property Management Name/Address:

Phone Number: (_____) _____ - _____ Email: _____

HOMEOWNER ACKNOWLEDGEMENT

Lost/Additional keys may be replaced at a cost of **\$5.00** each.

(ONLY MONEY ORDER OR CHECK ACCEPTED - PLEASE MAKE PAYABLE TO COTTONWOOD VILLAS)

Signature of Person Receiving Key(s): _____ Date: _____

(OFFICE USE ONLY)

Administrator: _____ Mailed Key / Homeowner Pick-Up (Circle One)

Date: _____ Check/MO # _____