

Bay Square Key Fob Request Form

Please fill out the section below to request your key fobs. Blue keys can be exchanged for fobs at no cost. Any additional fobs will cost \$25.00 each. Key fobs can only be exchanged for/purchased by owners and tenants residing at Bay Square Condominiums. Please make checks payable to Bay Square Condo Trust. There is a limit of 5 fobs per unit.

Print Name: _____ Date: _____

Unit #: _____

of Key Fobs Requested _____

of Blue Keys Returned _____

Payment due (If any) _____

This section to be complete by the front desk

Fob # 1

ID Number: _____

Fob # 2

ID Number: _____

Fob # 3

ID Number: _____

Fob # 4

ID Number: _____

Fob # 5

ID Number: _____

Payment Received: Yes No

~ Limited Access Key Fobs ~

***** If you would like to request a fob that is programed to only open certain doors or be usable only on certain days, you can customize the access of a requested fob. Some residents may wish to do this for guests, nannies, or other reasons. Please contact Michelle Collins to discuss the access you wish to assign your fob. *****