

## 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 programmed 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. \*\*\**