



33020 10th Ave SW – OFFICE...Federal Way, WA 98023

CLUBHOUSE KEY CARD Request Form *

For owners only

(Landlord must fill out & sign this form for tenants)

Unit #:

Date: _____

HOMEOWNER CONTACT INFORMATION

Name:	Phone 1:
Email:	Phone 2:

Mailing Address: *(if different from the unit above)*

DO YOU CURRENTLY HAVE KEY CARD? YES NO

THE REASON FOR REQUESTING NEW OWNER REPLACEMENT OF LOST KEYCARD

IF YOU ARE A NEW OWNER, WHEN DID YOU TAKE TITLE TO YOUR HOME? _____

Key Card is \$65.00 each.....TOTAL Dollar Amount Enclosed \$ _____

“Please allow up to 3-5 business days to process your request” Check number _____

Who will pick up the key card? _____

Relationship to owner _____

Unit owner signature: _____ Date: _____

Print name: _____

Important notice – Only ONE (1) key card per unit permitted. There is a \$65.00 charge to obtain a new card or to replace one that has been lost or stolen.

Please alert us at Latitudeosm@gmail.com, so the previous card can be promptly deactivated

Please submit this form and payment:

Mail to: Latitude HOA-office, 33020 10th Ave SW, Federal Way WA 98023

Deposit to: Drop in HOA box in mailroom, at Latitude entrance

For office use only

Key Card Number: _____ **Date Issue:** _____