



Keys, Openers, Codes, Parking Spaces and Mailboxes

Keys

At least 2 copies of keys **for each lock** on the home need to be provided. If only 1 set is provided, we acknowledge that copies will be made at our cost plus a \$10 service fee. If No keys are provided, we acknowledge that all locks will be changed at our cost and keys provided to West USA Realty Revelation

Initials

Garage Door Openers (if applicable)

A garage door open for each bay must be provided (i.e. a 1 car garage= 1 opener, 2 car garage=2 openers etc.)- If only 1 opener provided for multiple bay garage, we acknowledge that the correct number of openers will be purchased and programmed at our cost plus a \$15 service fee. If no openers are provided. We acknowledge that the correct number of openers will be purchased and programmed at our cost plus a \$15 service fee

Initials

Garage Door Code: (if applicable) If Code Unknown **but pad exists** please give Brand name

Code: _____

Brand Name (so we can research how to change code) _____

Alarm Code: (if applicable) _____

Instructions on Using Security System:

Gated Community Access (If applicable)

If home is in a gated community, at least 1 gate remote must be provided, we acknowledge that if no gate remote is provided Spectrum Group will obtain one from the HOA at my cost. (replacements will be charged to the tenants)

Initials

Gate access code:

Directions on obtaining gate codes from HOA, using the gate codes and letting in guests:

Parking Space Assignment (If applicable)

Directions to location of assigned space (from unit) - and where guests are to park

Mailbox number (if applicable)

Directions from home or unit to the cluster mailbox

Pool or other Community Facilities Key (if applicable)

At least one key for each community amenity must be provided (i.e. pool, clubhouse etc.) If no keys for community facilities have been provided; we acknowledge that keys will be obtained with an initial cost to us the owner plus a \$15 service fee. (replacements will be charged to the tenants)

Initials

Directions to Community Pool and or clubhouse facilities from the home

Please make arrangements to have all keys and openers dropped off at our office noted below between the hours of 8am-5pm Monday through Friday within 48 hours of signing your property management agreement