

RESORT PARK ASSOCIATION, INC.
VILLA MONTEREY IV
7667 E. NORTHLAND DRIVE
SCOTTSDALE, ARIZONA 85251
480-990-2528 ResortPark.org

FACILITIES KEY REQUEST FORM

This form is to be used to request keys to access the Villa Monterey IV clubhouse grounds and facilities. A key is required to gain entry through the two pedestrian gates (Northland Drive and Mariposa Drive), the main entrance door to the clubhouse, and the door to the restroom/exercise room. This form should be filled out, completely, by each homeowner requesting keys.

An administrative fee of **\$10** is required for **each** key requested. The completed form and a check made out to Resort Park Association for the number of keys being requested can be mailed or hand delivered to Julie Karcis at 7731 E Mariposa Dr, Scottsdale, AZ 85251 (480-540-9029, jkarcis.az@gmail.com).

The key(s) will be distributed once ownership has been verified.

Homeowners that are leasing their units must request a key on behalf of their renters. No keys will be issued to renters without the expressed written consent of the homeowner provided in this form. **No exceptions!**

Number of keys requested: _____ **Total remitted: \$** _____

Homeowner's Name: _____

VM IV Property Address: _____

Phone Number: (_____) - _____

Email Address: _____

If someone other than the owner is living at the above property, please provide contact info:

Resident's Name: _____

Phone Number: (_____) - _____

Email Address: _____

Address for key distribution if different than your VM property address listed above:

Mailing Address: _____

Owner's Signature: _____ **Date:** ____ / ____ / ____

OFFICE USE ONLY

Total # of Keys Issued: _____ **Total Fees Received: \$** _____

Issued by (Board Member): _____ **Date:** ____ / ____ / ____