

# Wake HOA Management

## Pool Key Information

- Each property is allowed one active pool key.
- With the purchase of a new home, one pool key is provided to the homeowners at no additional charge.
- For resale properties the pool key should be transferred during closing to the new owners.
- A replacement pool key is \$10.00.

**To request a replacement pool key please fill out the following information.**

Your Name: \_\_\_\_\_

Community Name: \_\_\_\_\_

Address: \_\_\_\_\_

I approve the \$10 fee for a replacement pool key be added to my account.

### **Mail or pick up**

Please mail the key to me.

**Payment must be received before key is mailed.**

I will pay \$10 fee by accessing my account at WakeHOA.com

I will mail a check to my homeowners association: 10224 Durant Road, Ste 109, Raleigh, NC 27614. Please make check payable to your homeowners association with "pool key" in the memo line.

I will make an appointment to pick up the key in person at Wake HOA Management.

**Payment must be received before or at time of pick up.**

I will pay \$10 fee by accessing my account at WakeHOA.com

I will pay with a check in person. Please make check payable to your homeowners association with "pool key" in the memo line. (No cash accepted)

**Return completed form to [info@WakeHOA.com](mailto:info@WakeHOA.com) or mail to Wake HOA Management, 10224 Durant Road, Suite 109, Raleigh, NC 27614**