Wake HOA Management Pool Key Information

- Each property is allowed only one (1) active pool key.
- With the purchase of a new home, one (1) pool key is provided to the homeowner at no charge.
- For resale properties, the pool key should be transferred during closing to the new owners.
- The fee for a replacement pool key is \$10.00.

To request a new or replacement pool key, please fill out the following information.

Your Name: ______
Community Name: ______

Address: _____

□ I request an initial/first pool key at no charge.

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

Mail or Pick Up

 \Box 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.

 \Box 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

 \Box 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 <u>info@WakeHOA.com</u> or mail to Wake HOA Management, 10224 Durant Road, Suite 109, Raleigh, NC 27614