

# Keyway Place

HOMEOWNERS ASSOCIATION, INC.

## **Gate Maintenance Information Form**

**Please print clearly**

Date \_\_\_\_\_

Owner  
Name: \_\_\_\_\_

Owner  
address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone number to be used gate:** \_\_\_\_\_

**4 digit personal code** \_\_\_\_\_

**Gate Remote Serial Numbers issued at closing** (five digits) \_\_\_\_\_

If someone other than the owner of record will be residing in the property, please provide this information below.

Resident's Name: \_\_\_\_\_

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

\*\*\*\*\*

Is this a new home? \_\_\_Yes \_\_\_No

If No, did previous Owner turn over all remotes to New Owner \_\_\_\_Yes\_\_\_\_No

Please provide the previous owner's information below so they may be removed from the gate

Previous Owner's Name: \_\_\_\_\_

Gate Remote numbers: \_\_\_\_\_

\*\*\*\*\*

Your information will be entered into the gate within 24 hours with the exception of Friday or Company Holidays. In that event, it will be entered on the next normal business day. You will be notified of your directory and gate code numbers by mail. Each family will receive two remotes at no charge from the builder at closing. If you wish to make any changes to the information listed in the gate or have any issues with your code, or remotes please contact the Management Office at 941-870-4920.