

NEWPORT SHORES COMMUNITY ASSOCIATION

KEY REGISTRATION

(Please complete the following information requested)

Date: _____

Tenant's First and Last Name: _____

Owner's First and Last Name: _____

Property address: _____

Phone number: _____

Email address: _____

Please check one or more of the following boxes:

☐ I have a key that I want as this Property's primary key and the number is:

☐ I have extra keys with the following numbers:

☐ I do not have a key and need a new one at a cost of \$50 (reason for replacement – lost, new owner, etc.): _____

Please return extra or any found keys to Newport Shores by dropping them in mail slot at the clubhouse.

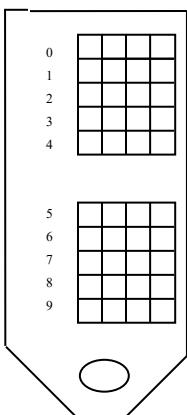
Per NSCA rules and regulations: Only one (1) key is allowed for each property. Cost for key replacement is \$50 made payable to NSCA. Please return this form with your payment C/O Compass Property Management, and notify Compass by emailing Jenna Whitehead at jenna@compasspropertymanagement.com or by calling her at (949) 429-7717, ext 235

Note: If you are replacing an existing key, please note that the lost key will be de-programmed and made inoperable.

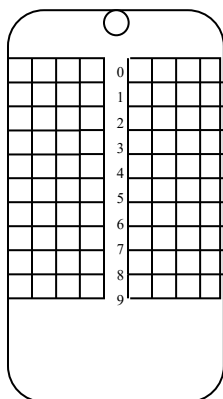
Old key # (if known) _____

Owner's signature _____

How to read your keys (two types – Square and Oval):



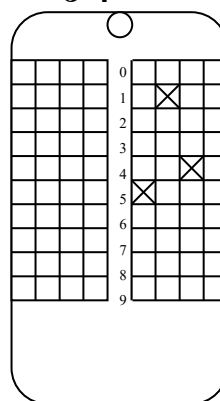
The numbers are down and across
↓ →
and marked with an "X" or a "/"



The numbers are down and across
↓ →
and marked with an "X" or a "/"

Example Keys

514



514

