

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 Compass Property Management, at 302 N. El Camino Real, Suite #100, San Clemente, CA 92672, or, for your convenience, drop 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 to Compass PMC or, for your convenience, drop them in the mail slot at the clubhouse and notify Compass PMC that you have dropped it in the slot by calling 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 “/”

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Example Keys

514

514