

# Security System Authorization Form

Pine Canyon HOA, PO Box 30520, Flagstaff, AZ 86003

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Please fill out this form in its entirety and return via the Pine Canyon website, email, mail, or fax. If you are mailing a check, make payable to Pine Canyon and send to the address above. New owners: please note that fobs cannot be issued until sale is final, and Hoamco's Escrow Dept. has received closing documents from your title company. If you require immediate access before sale is final, please include a copy of your recorded deed or title with this form. Questions? Please visit the Pine Canyon website; [www.pinecanyonhoa.org](http://www.pinecanyonhoa.org).

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Lot No: \_\_\_\_\_ Pine Canyon Street Address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_@\_\_\_\_\_.com

## **Telephone Numbers for Gate Directory (cell phone or land line, 2 numbers maximum)**

Visitors can find you by last name in the directory. Pick up the call, speak to the caller for a moment, press 9 to allow entrance, and wait for the call to disconnect. Names must be the legal names of property owners. Email addresses cannot be duplicated and are required to complete set-up in the system.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

## **Key Fob Access System - Please select an option below**

Owners are entitled to two free fobs. **Limit 5 fobs total per family.** Fobs returned without legible numbers will not be refunded/replaced.

\_\_\_\_ **New Owner** – I have received two fobs from the previous owner

\_\_\_\_ **New Owner, No Fobs** – Your first two key fobs will be provided at no cost

\_\_\_\_ **Owner** - Number of extra key fobs you would like to order (\$50 each): \_\_\_\_\_

\_\_\_\_ I would like \$50 per fob added to my account. I authorize Hoamco to make this charge.

\_\_\_\_ I am including a check with this form for \$50 per fob.

\_\_\_\_ **Vendors & Realtors** - Number of fobs requested (\$50 each): \_\_\_\_\_

Owner's Signature

Date

### **This section is for Hoamco office use only**

Fob 1: # \_\_\_\_\_ Hex# \_\_\_\_\_

Fob 2: # \_\_\_\_\_ Hex# \_\_\_\_\_

Date mailed: \_\_\_\_\_

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

Fob 1 Hex #: \_\_\_\_\_

Fob 2 Hex #: \_\_\_\_\_

Deleted key fobs from system

Deleted phone numbers from system

Fobs re-assigned to new owner's name (if applicable)

Notes added to Caliber, form uploaded