



Please mail agreement and check to:
The Villages at Godley Station HOA
119 Canal Street, Ste. 102
Pooler, GA 31322-4094

Clubhouse Key Card Agreement

Homeowner Name: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Mobile) _____

Email Address (optional) _____

Renter Name (If applicable): _____

Address: _____

Phone: (Home) _____ (Work) _____ (Mobile) _____

Email Address (optional) _____

Privacy Statement:

The Villages at Godley Station is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified we are committed not to share that information with third parties.

CONDITIONS

I AGREE TO THE FOLLOWING TERMS OF THIS AGREEMENT:

1. As of this agreement date, the address listed above is a **current** Arbors or Copper Village Homeowner
2. If I am renting, **I have been given permission from the Homeowner to obtain a key card on my behalf.** The Homeowner contact information and signature must be included on this form.
3. There is a \$6 fee per card for the first two cards and the maximum of 2 keys per household. MAILED checks only, please, made out to The Villages at Godley Station HOA. Homeowners are encouraged to keep one card for themselves, and issue one card to tenants. Persons without cards will not be allowed entry.
4. I must report to the Godley Station HOA office any plans to move from the above listed property and I understand that prior to any move, all key cards must be returned. Owners with tenants will report cards not returned or stolen.
5. **There will be a \$25 fee assessed to the Homeowner/Renter for each replacement of a lost or stolen key card (any other card after the first two). MAILED checks only, please.**
6. Key cards are not transferrable.
7. Key cards will be processed only 2 days per week. Please allow 7 business days for your key card to be activated.
8. **All new and replacement key cards will be mailed to the homeowner, or the person circled in above dark box.** Allow 5 business days for mailings.
9. **Cards are subject to deactivation for grounds of non-payment of dues, for not following pool/amenities rules and guidelines of behavior and safety.** Persons without cards will not be allowed entry.

CHECK # _____

AMOUNT PAID: _____

CARD 1 #: _____

CARD2 #: _____

**CARDS TO BE MAILED TO
(PLEASE CIRCLE ONE)**

HOMEOWNER TENANT

Management Co.

HOMEOWNERS Signature

Today's Date

RENTER Signature

Today's date