

APPLICATION FOR ACCESS CARD

Access Cards are being issued to allow entry to the swimming pools, exercise room, and maintenance yard. A separate key must be purchased for the tennis courts and laundry rooms. If you have not purchased such keys, there is a charge of \$15 for the Access Card. *Payment can be made by personal check, cashier's check, or money order. We do not accept cash.*

A photo of each access card holder will be stored in our access card database.

Please note that the Access Card will only be issued if your account is up to date. Any outstanding debts for assessments or the USP program will result in our inability to issue a card until those outstanding debts are paid. If you are unsure if you are up to date, please call the Association Office.

Tenants may obtain an Access Card depending on authorization from the unit owner. A unit owner may relinquish his/her rights and allow the cards to be issued to the tenants. Please note that such owners may still obtain Access Cards for themselves, usable only at the swimming pools, for an additional \$100 per year for a single person and \$150 for a family per year. A copy of the current lease for tenants must be on file with Parkfairfax. If you are not an owner or Tenant, you must show proof of residency. This can include a driver's license, utility bill, check with address, or voter's registration card. Legal dependents of an eligible card holder over the age of 13, can also obtain cards. Access Cards are required for each family member using Parkfairfax recreational facilities.

It is a privilege to use the Association's recreational facilities, not a right. Failure to honor the rules/guidelines for the facilities may result in the deactivation of your Access Card.

Date _____ Unit Address _____ Bldg # _____

Owner Name _____

Owner Address (if different from above) _____

Owner Phone # (H) _____ (W) _____

Owner E-mail: _____

Tenant Name _____

Tenant Phone # (H) _____ (W) _____

Tenant E-mail: _____

Date of Lease _____ (Copy provided to management)

Names of Children Receiving Access Cards & Year of Birth _____
(Children between the ages of 12 and 16 will require a card without a photo. Children 16 or older will require a card with photo)

Resident Name _____

Resident Phone # (H) _____ (W) _____

Resident E-mail: _____

Proof of Residency Furnished _____

Signature _____

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Account verified in Tops and C3 by: _____ Date verified: _____

Employee Name

Access Card Number: _____

Check/Money Order# _____

Owner/Tenant Update Sheet

Owner/Tenant Name _____

Address _____

Email Address _____

Phone Numbers Home _____ Work _____ Cell _____

Alarm System Yes No

Attic Yes No

Washer/Dryer in Unit Yes No

Electronic ignition stove Yes No Don't Know

Pet(s) in unit Yes No If yes, what type of pet(s) _____

FOR OFFICE USE ONLY

Account verified in Tops and C3 by: _____
Employee Name

Date verified: _____