



## Request for Pool Key Card

**\*All assessments and fees must be current\***

This form must be completed and returned to our office to receive your pool card.

NAME: \_\_\_\_\_  
Last First

PROPERTY ADDRESS: \_\_\_\_\_

IS THIS FOR A RENTER? \_\_\_\_\_ \*RENTER'S NAME: \_\_\_\_\_

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

***\*\*Please include alternate address if request will be mailed out differently than listed property address as shown above\*\****

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### ***IMPORTANT!!!***

***Each homeowner will receive ONLY one key card per household. All resale properties must retrieve pool items from the previous owner of the property or purchase replacement or additional items at \$25.00 each.***

**Additional | Replacement Key: \_\_\_\_\_ x \$25.00 each. Total Due: \$ \_\_\_\_\_**

**Please make checks payable to University Place Dallas HOA, Inc.**

**\*\*\* This form can be returned by regular mail or e-mail at [poolkeys@essexhoa.com](mailto:poolkeys@essexhoa.com)**

*\*Management has ten (10) business days to review and process your request. Should you have any questions you may submit an inquiry via the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly. To ensure a response, please include the name of your association, your address, and a telephone number.*

Essex Association Management, L.P.  
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Carrollton, TX 75006  
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