



## Serrano Woods Homeowners Association

### Mailbox Keys Release Form

I, \_\_\_\_\_, as legal owner of the property located at \_\_\_\_\_, hereby authorize \_\_\_\_\_ to receive the new mailbox keys on my behalf.

I understand that Serrano Woods HOA and Tritz Professional Management Services do not possess extra keys and will not be responsible for any lost or stolen keys.

I am enclosing a copy of my photo identification as evidence of my authorized signature as presented below.

Acknowledged and Agreed,

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Homeowner's Name	Signature	Date
Property Address	Day Time Phone Number	Email

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\*\*Attach Homeowner's Photo ID Here\*\*



Mailbox Keys Recipients Information:

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Name	Signature	Date
Relationship to Owner	Day Time Phone Number	Email

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**I am requesting the keys be mailed to me via Certified Mail to \_\_\_\_\_.**  
**With my signature here, I agree to the certified mailing fee of \$23.12 which will be applied to my owner account. \_\_\_\_\_.**

*Signature for Certified Mailing*



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