



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,

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

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

Mailbox Keys Recipients Information:

Name	Signature	Date
Relationship to Owner	Day Time Phone Number	Email

☐ 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

