



KENSINGTON ASSOCIATION AMENITY ACCESS

Keychain FOB REQUEST/REACTIVATION

Note: All information gathered is strictly for Kensington Association use only.

**Submit the completed form via the HOA portal or email to
FOBS.KA.JAX@GMAIL.COM for processing.
A confirmation email will be sent upon approval.**

PERSONAL INFORMATION:	OWNER/PM INFO IF RENTING:
Resident Name:	Owner/PM Name:
Property Address:	Owner/Manager Mailing Address:
Resident Primary Phone:	Owner/Manager Phone:
Cell Phone/Alternative Contact Number:	Owner/Manager Email Address:
Resident Email Address:	Lease End Date:

REASON FOR REQUEST (check all that apply):

- New Homeowner (Address - Name verification will be checked)
- New Renter Info Only FOB needed (rental will be verified – **\$25.00 replacement will apply**)
- Damaged FOB (No Charge if turned in for replacement)
- Additional FOB for Household (**\$25.00 for additional FOB (Max of 3 active)**)
- Lost/Stolen FOB (**\$25.00 per FOB replacement fee**)
- FOB REACTIVATION: (1) FOB #: _____ ; (2) FOB #: _____ ; (3) FOB #: _____
(FOB # is located on the back of the FOB)

Payment: CHECK/MO/Owner’s HOA account – NO CASH will be accepted by the monitor.

Person issuing FOB will validate address and name: please bring along a picture ID and documentation showing your name and the Kensington address (i.e. JEA or other utility bill, closing document, etc.).

RENTERS: you must have the “Homeowner Responsibility Agreement for Renters” completed by the landlord/management company and a copy of your lease agreement submitted to TPAM/FOBS email prior to a FOB activation. FOBs will be deactivated at the end of the lease agreement unless a new agreement is submitted at least three (3) weeks prior to end date.

By signing and receiving or reactivating any FOBs, you attest that you have read the current Kensington Amenity Rules/Regulations, agree to abide by the set Covenants, Policies/Procedures, and Rules/Regulations on amenity and FOB usage, and accept responsibility for the actions of any individuals and their guests using any FOBs assigned to your property address. All of these documents may be found on the Kensington website (<http://kensingtonhoajax.com>).

Owner/Renter Signature: _____ Date: _____

Kensington Use Only:
 FOB(s) Issued/Processed by: _____ Account #: _____
 Date: _____ Assigned FOB #(s): (1) FOB #: _____ ; (2) FOB #: _____ ; (3) FOB #: _____