

# LEGACY SOUTHWEST PROPERTY MANAGEMENT, LLC

## NEW POOL/ACCESS CARD REQUEST FORM

- Only ONE card per household is issued directly to the Property Owner
- Fee for a replacement card is \$25 without any exception.
- Pool privileges will be suspended if HOA account is not current

Community Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_  
Last First M

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Mailing Address: (if different from above or write "Same as above")

Street Address City State Zip

Will this key be used by a renter of your home? Yes \_\_\_\_\_ No \_\_\_\_\_

If so below please provide us with the name(s) and contact number for the tenant.

The property Owner is responsible for actions of tenants.

Renters Name: \_\_\_\_\_  
Last First M

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

By signing below, I have read, understand, and agree to abide by the published pool rules for the Homeowners Association. I understand that any violation to the rules may result in the suspension of use of the pool.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of tenant \_\_\_\_\_ Date \_\_\_\_\_

Pool/Access Key Card#: \_\_\_\_\_ Issued Date: \_\_\_\_\_

Complete form thoroughly and send it to:  
**Legacy Southwest Property Management, LLC**  
8668 John Hickman Pkwy., Ste. 801  
Frisco, TX 75034  
Or email to [poolkeys@legacyswhoa.com](mailto:poolkeys@legacyswhoa.com)

\*Keys are processed Monday–Friday during regular business hours. Please allow up to 10 business days for key activation and delivery.