

# Access KeyCard and Garage Door Remote Controls

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

Owner(s) of Unit # \_\_\_\_\_ in Horizon Towers Condominiums.

## KeyCard

I/We have received the assigned access KeyCard(s) as listed below. Any additional cards may be obtained from the HTCA Office at a cost of \$25 per card (limit 4 total). The KeyCard(s) are assigned to the Unit, not the individual; therefore, when the property transfers so do the cards.

I/We understand that if a card is lost, stolen, or has to be replaced for any reason; the cost of a replacement card will be \$25. If a card has been lost or stolen, the card shall be reported to the HTCA Office IMMEDIATELY, so that it can be disabled and de-activated. There is no cost to re-activate a card.

I/We understand that the UNIT OWNER is responsible for all actions resulting from the use of the assigned KeyCard(s) by anyone including realtors, maintenance workers, family, friends, guests and renters.

I/We understand that HTCA will not release any KeyCard(s) to a renter, unless authorized by the Unit owner and any additional or replacement cards will be released ONLY with the consent of the OWNER. It is the responsibility of the Owner to distribute their cards as they deem necessary. **Number of KeyCards issued:** \_\_\_\_\_.

Card # \_\_\_\_\_ Card # \_\_\_\_\_

Card # \_\_\_\_\_ Card # \_\_\_\_\_

## Garage Door Remote Control

I/We understand that we are responsible for any lost or stolen remote controls for the garage doors. Any additional or replacement garage door remote controls will be \$50 each.

I/We understand that Horizon Towers will not issue garage door remote controls to any person(s) renting a unit without authorization of the Owner. Garage door remote controls will ONLY be issued with authorization of the OWNER.

DO NOT use your remote control to exit the garages. There is a bell hose in place to activate the garage door opener. Drive over it as you exit the garage. Your remotes should be used only to gain entrance to the garages. **Number of remotes assigned:** \_\_\_\_\_.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received by Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_