



# REQUEST FORM: PROPERTY ACCESS DEVICE

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

Name of HOA: \_\_\_\_\_

Property Address/Unit #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

I am the:  Owner  Tenant

I am requesting an additional:

- Vehicle Gate (remote/fob/card)
- Mailbox (if applicable)
- Pool (key/fob/card)
- Storage (if applicable)

Reason for request: \_\_\_\_\_

I understand that I will be charged a fee for this device and that I will not receive the requested device until that fee is paid in full.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form may be submitted by email to [atrejo@spacesmanagement.com](mailto:atrejo@spacesmanagement.com); by fax to (205) 469-9693; by mail to P.O. Box 1400, Tuscaloosa, Alabama 35403; or hand deliver to 1800 McFarland Blvd. E., Suite 341 in Tuscaloosa.

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## FOR MANAGEMENT USE ONLY

Reason for Request

- New Issue/First Device
- Replacement

Reason for Replacement:  lost  damaged  stolen

Previous Device #: \_\_\_\_\_

- Additional Devices Needed

Payment Information

Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Method:  check/money order  online through owner portal

New Device #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_