



LIBERTY
GROVE

*the lifestyle of
the new millennium*

Policy for Access Fobs to Community Facilities

- Access Fobs supplied at no cost in initial distribution (one per residence) become the property of the residence owner.
- Additional Access Fobs purchased become the property of the purchaser.
- The initial distribution of Access Fobs is made by request to the Estate Manager's Office.
 - All recipients will be required to fill out the relevant form.
 - Copy of driver's license or some other form of identification.
 - Renters are to provide a letter from the Managing Agent and proof of residency.
 - Initially, one (1) Access Fob will be supplied per residence at no cost.
- Additional Access Fobs will be supplied on request.
 - A total of two (2) Access Fobs is allowed per residence, thus only one (1) additional Access Fob can be supplied.
 - Request must be made on the relevant form.
 - Copy of driver's license or some other form of identification.
 - Renters to provide proof of residency.
 - The cost will be \$50.00 the additional Access Fob, payable at time of request.
 - No refund will be made for any Access Fobs purchased and no longer required.
 - Supply and activation of additional Access Fobs may take up to 7 days.
- Lost or stolen Access Fobs must be reported immediately to the Estate Manager.
 - Lost or stolen Access Fobs will be de-activated and no longer useable.
 - Replacement Access Fobs will be only issued on application and explanation from the residence owner at a cost of \$50.00.
 - The same conditions apply as for Additional Access Fobs.
- All details will be recorded and retained by the Estate Manager.
- Cheque or Money Order payment is acceptable and made payable to Liberty Grove Owners Corporation, DP 270137. Cash will not be accepted.

Note: A copy of this form is to be supplied whenever a request is made.