

In order to release the new FOB to your tenant, please submit the following:

- Most recent copy of rental agreement with financial information deleted
- Recreation Release form-to be completed and signed by owner to release recreation rights to your tenant as there is only one key/FOB per property
- Recreation Registration form to be completed and signed by tenant
- Return the old key to the office

The FOB can be released to your tenant once all the above forms are on file at the office, and the key is returned to the office.

The new system has not yet been installed; please look for updates when FOB's can be issued on the website, or contact the office.