



1241 Snug Harbor rd., Herford, NC 27944

*Door Code Request and Acknowledgement Form*

I request the below code for accessing the comfort station and I agree to the following:

I will always maintain the security of my code, as I understand it functions as a virtual key.

I accept responsibility for anyone using my code and/or my guest codes.

I will immediately report any issues in the comfort station or damages noticed to SHPOA via email, text, or phone, as outlined below. I understand that such reports are essential to alert Maintenance so the issue can be rectified prior to more damage being caused.

Damages caused from misuse of your code or guest code may result in revocation of code, as well as damages being charged against owner.

If I believe my code has been compromised, I agree to notify SHPOA immediately and submit a new code request form.

For each lot, Owner may choose a 4-digit security code for personal use. Requesting a personal code does not guarantee availability, as someone else may have already asked for that code. Additionally, owners may request a guest code.

Name

Signature

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Phone

Email

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Lot #'s

Code Requested

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Preferred Mailing address

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Forms of contact;:

- [SHPOA27944@gmail.com](mailto:SHPOA27944@gmail.com) monitored daily
- (252) 426-5172 office phone line
- (252) 331-9121 office text

(phone and text line managed Tuesdays and Thursdays 9-2 and Saturday 9-12)