

Cottonwoods at Vine Condominium

P.O. Box 847, Draper, UT 84020
Accounting: 801-523-9740 / Maintenance: 801-273-8075
Website: cottonwoodsatvine.com

Date: _____ Key #: _____ Account #: _____

MEMORANDUM OF UNDERSTANDING FORM

I, _____ owner(s) of
Property address _____, have received **1 amenity key**. I understand that it is my responsibility to return the key to our management office at the time of resale or time of exchange. I also understand a **\$50.00 key replacement fee** will be assessed for a key which is lost or not returned. Upon receiving and signing for the key, I also agree to use it in accordance with our established rules, or risk forfeiture of amenity privileges and key confiscation.

Owner's / Renter's Signature for Amenity Key

Date: _____

ABSENTEE HOMEOWNERS NOTE

If you are an absentee homeowner and would like to authorize that the key be issued directly to your renter, please indicate by your signature below. With your signature below you are also assuming the full responsibility for the pool key as indicated above. The pool key cannot be issued until we have received this form with your signature. Your renter will sign above when they receive the pool key.

Absentee Owner's Signature

Date: _____

KEY DELIVERY NOTE

Please call Barbara at 801-523-9740 when form is completed to schedule a time for key delivery to the unit. The form may be picked up at that time. If you prefer the key to be mailed, please mail form to the above address with note to mail key and include mailing address.