

# **WOLF CREEK MAINTENANCE CORPORATION**

## **KEY FOB POLICY**

1. Lost Key Fob = \$100 fee (*this is not a deposit*)
2. Tenants must have the homeowners' written permission to obtain the key fob prior to signing for it. The permission may be submitted to the Association by mail, fax or emailed into the Association.
3. All disbursements of new key fobs will require a picture I.D. at the time of obtaining.
4. Any key fob may be replaced because of a non-working condition. However, the key fob being replaced must be turned in and it will be deactivated.
5. All key fobs are available at the Wolf Creek On-Site Office during the following hours:
  - Sunday 8 AM – 8:45 PM
  - Monday 6 AM – 8:45 PM
  - Tuesday 6 AM – 8:45 PM
  - Wednesday 7 AM – 8:45 PM
  - Thursday 6 AM – 8:45 PM
  - Friday 6 AM – 8:45 PM
  - Saturday 6 AM – 8:45 PM