

**The Berkeley Condominium Association, Inc.**

[propertymanager@berkeleycondominium.org](mailto:propertymanager@berkeleycondominium.org)

10900 SW 104<sup>th</sup> Street, Miami, FL 33176

Office Phone: (855) 596-7039

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**OWNERS ONLY:**

**Application to Purchase A Common Area Key**

Unit Number: \_\_\_\_\_

Date: \_\_\_\_\_

Owners Name(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail Address(es): \_\_\_\_\_

DO YOU APPROVE TO RECEIVE COMMUNICATION VIA E-MAIL?     YES     NO

**Note: Only owners can purchase a pool/common area key. Owners may loan or lease key to tenants. Replacement of key is \$25. Also note that Medeco keys cannot be duplicated by users.**

Money Order Number: \_\_\_\_\_

**INSTRUCTIONS TO OWNERS TO PURCHASE COMMON AREA KEY**

- 1) Fee must be paid with MONEY ORDER, and made payable to: The Berkeley Condominium Association, Inc.
  - 2) Provide copy of owner's driver license.
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**UPON RECEIVING COMMON AREA KEY, SIGN BELOW:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_