

Sunset Bay Property Owner Mailbox Key Application



Please Complete the following for a mailbox assignment and key in Sunset Bay. The mailboxes are located in the common area, adjacent to the picnic pavilion. Two keys will be issued. We do not have back up keys, should you lose a key and wish to get a replacement, there will be a \$75 fee for each key replacement and can take up to three weeks to replace.

Primary Residents:

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Primary Email: _____

Owners Property Address:

Legal Description: Block: _____ Lot: _____

Daytime Phone Number: _____ Mobile Phone: _____

Signature below is acknowledgement and receipt of mailbox keys and label to place in mailbox (Please tape down inside mailbox).

Signature

Date

FOR OFFICE USE ONLY

Applicant Name:

Date: Application Received: _____

Mailbox:

1-Sunrise Dr.

2-Dockside

3-Trout & Drum

4-Duckhaven & SH 188

Mailbox No. _____ **Key No's:** _____

Date Key given to resident: _____

By: _____ **Mailbox Label Given:** _____