

SEVILLE RO ASSOCIATION, INC.  
RO ACCESS KEY NONOWNER ASSIGNMENT FORM

I, \_\_\_\_\_, the deeded Owner of Unit \_\_\_\_\_ in Building \_\_\_\_\_  
By signing below, I declare that I have read the RO Rules and Regulations 2024 and do hereby grant permission for:

Tenant Name(s): \_\_\_\_\_,

Currently under lease from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_, to be given an RO Access Key per the guidelines outlined in the Seville RO Association, Inc. Rules and Regulations 2024.

I understand and agree that I retain all responsibility for violations of said Rules and Regulations by any person(s) using my RO Access Key.

In the event of revocation or suspension proceedings following Florida statutes, I understand that my presence may be requested to determine my RO Access Key's reactivation and reimburse the RO Association for any monetary damages associated with the same proceedings, including but not limited to legal fees.

Furthermore, I understand and agree that failure to appear and/or respond does not negate my liability for the RO Access Key assigned to me. Judgements rendered by the Board or Committee, in accordance with Florida statutes, shall be valid, and no additional RO Access Keys will be issued until monies owed are submitted.

Tenant(s) are required to return RO Access Key to owner upon termination of lease. Failure to do so will require purchasing a replacement RO Access Key.

I understand and agree that I may contact Seville RO Association, Inc., in writing at any time to have my RO Access Key deactivated, and I would be liable for the cost of a replacement Key if so desired.

I agree to notify the Seville RO Association when the tenant named above ends their lease agreement so that their card can be deactivated. I understand that authorization must be given for each new tenant to receive an RO Access Key.

Signed \_\_\_\_\_ (Owner)

Date \_\_\_\_\_

## SEVILLE RO ASSOCIATION NON-MEMBER INFORMATION FORM

NAME: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS: BLDG # \_\_\_\_\_ UNIT# \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### FAMILY INFORMATION:

CHILDREN YES or NO

NAMES:

\_\_\_\_\_ AGE \_\_\_\_\_

\_\_\_\_\_ AGE \_\_\_\_\_

\_\_\_\_\_ AGE \_\_\_\_\_

\_\_\_\_\_ AGE \_\_\_\_\_

RENTAL/LEASE AGREEMENT DATES: FROM \_\_\_\_\_ to \_\_\_\_\_

### To be completed by RO Officer:

Permission (ACCESS KEY FOB) letter received from Unit Owner: YES or NO

Key given to resident: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rules and Policies Tenant agreement Letter signed: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Drivers License for each signee must be copied and attached.**

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTES: