

Wake HOA Management

Pool Key Information

- Each property is allowed only one (1) active pool key.
- With the purchase of a new home, one (1) pool key is provided to the homeowner at no charge.
- For resale properties, the pool key should be transferred during closing to the new owners.
- The fee for a replacement pool key is \$10.00.

To request a new or replacement pool key, please fill out the following information.

Your Name: _____

Community Name: _____

Address: _____

- ☐ I request an initial/first pool key at no charge.
- ☐ I approve the \$10 fee for a replacement pool key be added to my HOA account.

Mail or Pick Up

- ☐ Please mail the key to me.

Payment must be received before key is mailed.

- ☐ I will pay \$10 fee by accessing my account at WakeHOA.com
- ☐ I will mail a check to my homeowners association: 10224 Durant Road, Ste 109, Raleigh, NC 27614. Please make check payable to your homeowners association with "pool key" in the memo line.
- ☐ I will make an appointment to pick up the key in person at Wake HOA Management.

Payment must be received before or at time of pick up.

- ☐ I will pay \$10 fee by accessing my account at WakeHOA.com
- ☐ I will pay with a check in person. Please make check payable to your homeowners association with "pool key" in the memo line. (No cash accepted)

Return completed form to info@WakeHOA.com or mail to Wake HOA Management, 10224 Durant Road, Suite 109, Raleigh, NC 27614