



- REALTOR LOCKBOX REGISTRATION FORM -

BEFORE PLACING YOUR LOCK ON THE MCALLISTER SIDE GATE

FILL OUT AND EMAIL TO: petrinimanager@bwpm.com or PRINT, FILL AND DROP AT FRONT OFFICE

THE ONSITE PROPERTY MANAGER will contact you by email to CONFIRM your registration and to instruct you as to what approximate position you will hang your lockbox. Do not attach your lockbox BEFORE you receive confirmation and notice of your assigned location as we may tag and/or remove your box.

ALL LOCKBOXES PLACED ON GATE AND NOT REGISTERED WITH THE FRONT OFFICE WILL BE REMOVED WITHOUT NOTICE

UNIT #: _____ KEY FOB SERIAL NUMBER: _____

CURRENT OWNERS'S NAME: _____

LISTING AGENT INFORMATION:

NAME: _____ EMAIL: _____

PHONE: _____ LICENSE #: _____ FIRM: _____

LISTING START DATE: ____/____/____ (MO/DT/YR you would like to hang your lockbox on gate)

- LABEL YOUR LOCKBOX OR ASK FOR A LABEL so we can clearly identify that it is yours.

- YOU MAY ONLY KEEP A **UNIT KEY AND A KEY FOB WITH A CLEAR SERIAL NUMBER SHOWING** INSIDE THE LOCKBOX – PLEASE REGISTER THE KEY FOB NUMBER WITH US (see above form) IN CASE THE LOCK BOX IS STOLEN AND WE NEED TO DISABLE IT. If you do not have a FOB with a clearly readable number, we can provide a new one at cost (please request along with the current unit owner as charges will appear on their HOA account). No physical property door keys (to our gates or entrances) can be in the lockbox.

- WHEN FINISHED USING THE LOCKBOX: PLEASE NOTIFY petrinimanager@bwpm.com or call 415-931-6423 BEFORE REMOVING AND INDICATE THE DATE OF REMOVAL SO WE MAY UPDATE OUR RECORDS.

www.thevillageatpetriniplace.com

FRONT OFFICE USE ONLY BELOW

DATE RECEIVED ____/____/____ (TAKE PHOTOGRAPH OF LOCATION & LOCKBOX - FILE WITH THIS FORM)

LOCATION ASSIGNED ON GATE: TOP 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ BOTTOM 8 ☐