

ALL KEYS ARE DANA POINT PROPERTY,  
and are on LOAN to an OWNER/TENANT.

# CLOSING PACKET

## BUILDING KEY RECEIPT STATEMENT

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ONE or TWO BEDROOM UNIT

DATE	BLDING	UNIT	Assigned Key No.'s	Additional Key 's	Initial Assignment	Turn Over to New Owner	Initial Key Cost
				Supplied Key #1			\$0
				Supplied Key #2			\$0
				3			\$25
				4			\$25
				5			\$25
				6			\$25
				7			\$25
				8			\$25
				9			\$25
				10			\$25
	Space #		Garage Key	Supplied Key 1			\$0
			Garage Key	2			\$25
			Garage Key	3			\$25
			Garage Key	4			\$25

Total Collected from Owner:-----\$

FEE CHARGED FOR ANY UNACCOUNTED FOR KEY IS \$25.00 each.

### INITIAL DISTRIBUTION:

I the Owner of this unit have been entrusted with the Building and Garage Keys as stated above on this date of \_\_\_\_\_, \_\_\_, 201\_. I realize I will be held responsible for the replacement fees for any and all keys that are not turned over upon sale of my unit.

Signature:\_\_\_\_\_ Bldg\_\_\_\_\_ Unit\_\_\_\_\_

Keys signed out by Association Staff: Signature\_\_\_\_\_

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

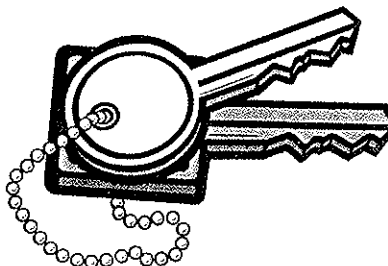
Tenant Key Pick-up

Building Keys \_\_\_\_\_

Garage Keys \_\_\_\_\_

Signature:\_\_\_\_\_

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



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## CLOSING PACKET BUILDING KEY RECEIPT STATEMENT

### Seller's Key Transfer Responsibility:

- ❖ Seller shall transfer total number of BUILDING KEYS RECORDED IN THE BUILDING KEY RECEIPT STATEMENT to the buyers.
- ❖ Sellers shall account for total number of keys reported in the BUILDING KEY RECEIPT STATEMENT or pay to the buyer the "\$25/key replacement fee" for missing keys.

### Buyer's Key Transfer Responsibility:

- ❖ Buyer(s) shall acknowledge the number of keys assigned to the unit by signing AND submitting to the management office the BUILDING KEY RECEIPT STATEMENT prior to receiving a Move In Permit and or Dana Point Pool Passes. Missing keys shall be considered lost/stolen with the buyer being invoiced at closing the "\$25/key replacement fee" for the keys not transferred during closing.

Failure to Account for Keys upon transfer of ownership by returning this form to the Association Office within ten days of closing will automatically result in a FINE of \$500 to be applied to the New Owners Account.

### AT CLOSING:

I \_\_\_\_\_ the current owner (seller) of Bldg\_\_\_\_- Unit\_\_\_\_ hereby turn over the above keys to the new owner(s) (buyer) \_\_\_\_\_.

\_\_\_\_\_ All keys have been accounted for.

\_\_\_\_\_ Keys were not turned over as initialed above and I have paid \$\_\_\_\_\_ at closing to the Association for their replacement.

I \_\_\_\_\_ the buyer as of this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, hereby acknowledge the receipt of the above referenced keys and have a check for the Association in the amount of \$\_\_\_\_\_ for unaccounted for keys, and acknowledge I must return this statement in order to be assigned a move in date and acquire my pool passes.

I realize the unaccounted for keys will cost me \$25 per key for their replacement.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
signature of Seller

\_\_\_\_\_  
Signature of Buyer

**THIS FORM IS TO BE RETURNED TO THE ASSOCIATION OFFICE PRIOR TO  
ISSUANCE OF MOVIN IN DATE OR ACQUIRING YOUR POOL PASSES!!**