



How to Obtain or Reactivate Key Fobs

Historically, the pool season opens on Memorial Day Weekend. Please make sure that your lot is clearly in *Good Standing Status* (*see definition below) by May 1st each year, so that your key fobs are either disbursed to you if you are a new PVR Resident, or reactivated for the new pool season if you already have existing key fobs. A Key Fob Distribution Session may be scheduled prior to the opening of each pool season. During years when the HOA Board of Directors does not schedule a Key Fob Distribution Session prior to opening of the pool season, or if you are unable to attend a scheduled Key Fob Distribution Session, you may contact the property manager to obtain your key fobs or verify that your existing key fobs are working properly. The property manager's contact information can be found on the homepage of the HOA website.

**A homeowner or lot is considered in Good Standing Status when current assessments are paid in full, has no unresolved HOA rule or guideline violations, and has no pending actions before the Board. If you need to verify whether your lot is in Good Standing status, please contact the property manager (contact info can be found on the homepage of the website).*

To obtain a key fob or to have existing fobs reactivated, please print and complete page 2 of this document, and bring it with you to the Key Fob Distribution Session, or give it to the community manager if there is no Key Fob Distribution Session scheduled.

There is no charge to replace non-working key fobs. There will be a small charge to replace a lost key fob.



Key Fob Application/Reactivation Form

Name:	Address:
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Do you live in Purcellville Ridge?

<input type="radio"/> Yes (check below) <input type="radio"/> I am a resident homeowner. <input type="radio"/> I am a renter.	<input type="radio"/> No, I am a non-resident homeowner. (If you are a landlord, your renters will receive your lot's key fobs)
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Is your lot in Good Standing?

<input type="radio"/> Yes
<input type="radio"/> No or I don't know. (Please contact the community manager asap. Your key fob will not work.)

Contact Information:

Emergency Contact Number 1	Emergency Contact Number 2
Email Address:	

Please list all the names and ages (if younger than 18) of all persons living in your household. (Do not include yourself in the list.)

Name	Age (if resident is younger than 18 years old)

Thank you.

Please return your key fobs to the community manager or your landlord when you are no longer a PVR resident.