



THE ROTUNDA BUILDING
CONDOMINIUM ASSOCIATION, INC.

FOB AND ENTRY SYSTEM CODE REQUEST FORM

Each Unit is Allowed One Free Fob. Additional Fobs are \$5.00 each. Payment must be made by check or money order payable to The Rotunda Building Condominium Association and mailed to Management at the address below or bring the completed form and payment to Management's office to pick up your fob(s) between the hours of 9am to 5pm Monday through Friday.

NOTE: FOBS CANNOT BE MAILED! To inquire if the Manager can bring your fob(s) out to you once the completed form and payment has been received, please call 757-486-6000.

Name: _____

Unit Address: _____

Codes Must Contain 6 numbers only.

◆Enter the code into the keypad and then press the star (*) key◆

Resident Name	Entry Code Requested	Phone Number for Entry Directory

Signature _____ Date _____

Please return completed form to The Select Group at the address or fax number below or email to jlusk@theselectgroup.us or to asmith@theselectgroup.us.

FOR OFFICE USE ONLY (additional fobs \$5.00 each. Check or money order only)

Date Form Received: _____

Payment Information: Amount Paid: \$ _____ Check/Money Order#: _____

Fob(s) Numbers Issued: _____ / _____ / _____

Date Fob(s) Issued: _____ Issued by: _____