



SEPA Club Inc.
Attn: Key Committee
5448 Eight Mile Ranch Road, St. Cloud, FL 34773
SEPAKeys@gmail.com



KEY REQUEST FORM 2025

Keys are issued to property owners only upon payment of the key fee; one (1) key will be issued to each property owner, with a maximum of four (4) keys per 1 ¼ acre (+/-) lot: one key per owner per deed per parcel number. If a lot has been split into .31-acre (+/-) parcels, then one key per .31-acre parcel number can be issued, **no matter how many owners.**

PROVIDING CURRENT CONTACT INFORMATION WILL HELP ALLEVIATE ANY DELAYS IN PROCESSING
Please legibly PRINT the following information for each key requested (one sheet per property owner request):

Property Owner's Name*: _____

*For business owners/Trusts: Requestor's Name and Title: _____

Mailing Address: _____

Telephone Number(s): _____ Email Address: _____

Please submit the following CURRENT items to purchase a KEY: (check off "x" as attached.) NO KEYS WILL BE ISSUED UNLESS LEGIBLE COPIES HAVE BEEN ATTACHED AND CAN BE RETAINED BY THE KEY COMMITTEE.

Choose one:

_____ I am replacing Medeco Key # _____, I've enclosed payment of \$30.00 (key # will be verified.)

_____ I am requesting a NEW Key for this parcel and I've enclosed payment of \$ 50.00

1. _____ Parcel Number: _____ Acreage: _____
2. _____ Legible copy of CURRENT PHOTO I.D. (valid driver's license, passport, or work badge) Exp Date: _____ / _____
3. _____ BOOK _____ and PAGE _____ of RECORDED DEED Month / Year
- 4* _____ Copy of current Annual Corporate Report from Sunbiz.org or Trust Agreement for businesses/Trusts.
(Requester's name must be listed)
5. _____ PayPal, Zelle, **Cashier** check, or money order in the appropriate amount **for EACH** key ordered: Payable to SEPA CLUB INC. (Fee includes return certified mailing, sales tax, gate & lock maintenance.)

WE DO NOT ACCEPT CASH OR PERSONAL CHECKS

SEPA Club Inc is not responsible for any lost, stolen, or misdirected mail.

DO NOT DELIVER PAPERWORK by FEDEX, UPS, or signature required.

This is mailing address only – we are not able to accept deliveries at this cluster mailbox.

DO NOT SEND any paperwork via Certified, Return Receipt Request as this will only delay us receiving your request because we must go to the Post Office (25 miles away) to pick it up.

MAIL to: SEPA Club Inc., ATTN: Key Committee, 5448 Eight Mile Ranch Road, Saint Cloud FL 34773.

ONLINE: Go to our website: www.SEPAClub.com to complete Key Request Form, upload documents, and submit payment via PayPal

EMAIL: Key requests and supporting documents to SEPAKeys@gmail.com; Payment via PayPal (our email address) or Zelle 407-922-9922

. The preferred method is pdf format when submitting your request and documents by email.

Keys are mailed out once a week (usually midweek) via U.S. First Class Ground Advantage Signature Requested (a signature is required upon delivery). Multiple requests can be processed together as long as all documents are received.

Preferred method of contact is text 407-922-9922 or email: SEPAKeys@gmail.com

Thank you.
SEPA Club Inc.
Key Committee

Links to government web sites for documents:
Property Appraiser: <http://www.property-appraiser.org>
Clerk of Court (copy of deed): <http://www.osceolaclerk.com/>
Tax Collector's Office (tax statement copy): <http://www.osceolataxcollector.com/>

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Medeco Key # already assigned _____ Abloy Key No. _____ Date: _____

Amt Paid _____ MO / CshrCk / PayPal / CC-Debit (last 4 of card) _____