



**SEPA CLUB INC.**  
 Attn: Key Committee  
 5448 Eight Mile Ranch Road  
 St. Cloud, FL 34773  
 407-922-9922



[SEPAKeys@gmail.com](mailto:SEPAKeys@gmail.com)

[www.SEPAClub.com](http://www.SEPAClub.com)

**NOTIFICATION OF BROKEN KEY**

Please be advised that I, (print name) \_\_\_\_\_, am the owner of Key Number \_\_\_\_\_, which was issued to me by the SEPA Club Inc. Key Committee. I am hereby notifying you that my key broke on \_\_\_\_\_ and that, with this statement, I am requesting the Key Committee to issue another key in my name.

**I understand that to obtain a new key I must return the TOP PART of the broken key displaying the Key Number** along with this form and the **key fee of Fifty Dollars (\$50.00)** payable to SEPA Club Inc. (cash\*, money order, cashier's check, or PayPal online) which includes sales tax and certified mail costs. (\*Mailing cash is risky; SEPA Club Inc. is not responsible for lost, stolen, or misdirected mail.)

The forms below are required to be on file. If the items below are current and on file, a replacement key can be issued without resubmitting said documents; otherwise, please send the following:

1. \_\_\_ Legible copy of **CURRENT PHOTO I.D.** (driver's license, passport, or work badge) Exp Date: \_\_\_/\_\_\_/\_\_\_  
Month / Year
2. \_\_\_ Legible copy of your **RECORDED DEED (Book \_\_\_\_\_ and Page \_\_\_\_\_)**

**Email is a quicker and preferred method of contact: SEPAKeys@gmail.com**

**PLEASE NOTE NEW PHONE NUMBER: 407-922-9922 (you can call or text this number) - Laretta Smith**

**PLEASE NOTE HOURS OF OPERATION: Mon-Fri 9 am - 7 pm; Sat 9 am – 2 pm; Sun Closed**

Print Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

\_\_\_\_\_  
 Key Owner Signature

**TAPE BROKEN KEY HERE**



**OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

\_\_\_ BROKEN KEY TOP: # \_\_\_\_\_

NEW KEY NUMBER \_\_\_\_\_

\_\_\_ PMT: CA / MO / CshrCk / PayPal / CC # \_\_\_\_\_

DATE KEY MAILED: \_\_\_\_\_