

SEPA Club Inc.

ATTN: Key Committee
5448 Eight Mile Ranch Road, St. Cloud FL 34773



LOST/STOLEN KEY FORM 2022

If the first three (3) items above are current and on file, a replacement key can be issued without resubmitting said documents. Please contact Key Committee at **SEPAKeys@gmail.com** be sure to list **Lost/Stolen Key #** in the Subject line. You may also call or text Key Chairperson, **Lauretta Smith at 407-922-9922** to verify documents needed.

The same requirements are needed to purchase a replacement key:

- 1) Legible copy of CURRENT Recorded Deed of Ownership – must show book and page
- 2) Legible copy of CURRENT Picture I.D. (driver's license, passport, employer I.D., etc.)
- 3) Completed Key Request Form if requesting a new key.

New Key Number (if issued) _____

I, (print name) _____, declare to the SEPA Club Inc. Key Committee and to all landowners, singularly and as a group, that on or about _____, my Key **NUMBER** _____, which was issued to me by the SEPA Club Inc. Key Committee was (choose correct response below)

____ **LOST** ____ **STOLEN** in or around the following premises: _____ and that with this statement, I am applying/requesting the Key Committee to issue another key in my name (Police Dept/Case # _____ -- **OR** -- _____ **"STOLEN"**: I am a new property owner and the previous owner did not relinquish their key to me when I purchased the property and I am submitting a Key Request form for a new key.

I understand that the fee to obtain a new key is **Fifty Dollars (\$50.00)** payable to SEPA Club Inc. which includes Florida State sales tax and certified mail costs. Payment methods include cash*, money order, PayPal. or cashier check only; **personal checks are not accepted.** *Mailing cash is a risk; SEPA Club Inc. is not responsible for lost, stolen, or misdirected mail.

I understand that in the event the LOST/STOLEN key is retrieved by the key committee, I will be notified and, if I have already replaced that lost/stolen key, I understand that the Key committee may recycle said key.

Print Name _____ Contact Phone Number: _____

Address: _____

Parcel Number: _____

I do solemnly swear/affirm that the foregoing statement is true and accurate to the best of my knowledge and that I do understand the above and agree that the key committee is acting in good faith and in the interest of all landowners.

IN WITNESS WHEREOF, this assignment was executed by the undersigned on this the _____ day of _____, _____

Key Owner Signature

Print Name

Signed, Sealed and Delivered in the presence of **these Witnesses** (one of whom may be the Notary):

Witness Signature

Witness Signature

Print Witness Name

Print Witness Name

STATE OF _____

COUNTY OF _____

I HEREBY CERTIFY that on this, the _____ day of _____, _____, before me, an Officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is known to me to be the person described herein or who has produced _____ as identification and who executed the foregoing instrument and has acknowledged before me that he executed the same.

WITNESS my hand and official seal.

My Commission Expires: _____

Notary Signature

(SEAL)

Printed Notary Name