

SEPA Club Inc.
Attn: Key Committee
5448 Eight Mile Ranch Road
St. Cloud, FL 34773
Lauretta Smith 407-922-9922



SEPAKeys@gmail.com

www.SEPAClub.com

KEY TRANSFER REQUEST FORM (No fee required)

Keys are issued to property owners only, 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 only one key per .31-acre parcel number can be issued, no matter how many owners.

IF YOU HAVE SOLD THE ONLY SUBURBAN PARCEL THAT YOU OWN, THE KEY(S) ASSIGNED TO THAT PARCEL MUST BE TRANSFERRED TO THE NEW PROPERTY OWNER(S). If you have more keys in your possession than new owners, then you must relinquish the remaining key(s) to SEPA Club Inc.; failure to do so will result in the key being reported as Stolen and it will be confiscated when found per SEPA Club Inc By-Laws.

If you own another parcel that doesn't have a key assigned to it, you may transfer your key to the second parcel, as long as the names and number of owners remain the same, and no other keys have been issued on that parcel. This will be verified.

Please **PRINT** the following information (one sheet per property owner/key, please.) **PROVIDING A LEGIBLE EMAIL ADDRESS AND/OR CONTACT NUMBER WILL HELP ALLEVIATE ANY DELAYS IN CASE OF PROBLEMS OR QUESTIONS WITH YOUR REQUEST.**

Key Holder Name: _____ Key Number to be transferred: _____

Telephone Number(s): (____) _____ Parcel Number: _____

PLEASE TRANSFER KEY # _____ TO (check one):

____ MY PARCEL NUMBER: _____ OR

____ NEW PROPERTY OWNER NAME: _____

Address: _____

Telephone Number (____) _____ Email Address: _____

New Owner, as proof of ownership, please submit the following **CURRENT information** to transfer a key (check off "x" as attached.) SEPA Club Inc must be able to retain the following copies.

1. ____ CURRENT contact information/phone number, in case of questions or problems.
2. ____ Legible copy of your RECORDED DEED – must show BOOK # _____ and PAGE # _____
3. ____ Legible copy of current PHOTO I.D. (valid driver's license, passport, or work badge) Exp. Date _____

Seller/Transferor

By signing your name, you are authorizing SEPA Club Inc. to transfer the above reference key as directed.

Purchaser/Transferee (if applicable)

By signing your name, you affirm that you have received and are in possession of the above referenced key.

Seller Signature

Purchaser Signature

DO NOT DROP OFF REQUESTS IN PERSON OR SEND THEM BY FED EX OR UPS. This address is only a mailing address – we do not accept deliveries at this address. Multiple requests can be processed together as long as all documents are received.

Please call or text **Lauretta Smith**, Key Chairperson at **407-922-9922** with any questions or email her at **SEPAKeys@gmail.com**

OFFICE USE ONLY

Date Xferred _____ Key No. _____