

PORTOLA SPRINGS COMMUNITY ASSOCIATION  
KEY FOB DISTRIBUTION - HOMEOWNERS

The attached form must be filled out upon signature of final point of sale documents.

Homeowners are to indicate on the form whether they want to pick up the fobs or have them mailed via certified mail and the address to mail them to.

The sales office or homeowner may fax the form to our office (949) 833-0919.

Key Fobs will be up front and ready for pick-up within 2 business days if they are picking them up at:

Keystone Pacific Property Management, Inc.  
16845 Von Karman, Suite 200  
Irvine, CA 92606

If the mailing option is chosen, the 2 initial key fobs will be mailed within 2 business days. If a homeowner chooses to purchase up to 2 additional key fobs, they will not be mailed until payment is received at Keystone Pacific Property Management, Inc.

