

Keys, common area

Effective June 1st, 2014 the cost for each key will be Twenty dollars (\$20) per key for the first two keys. This reflects the increased cost of our new, high security keys. The Association Manager tracks the number of keys issued to each unit.

Only a unit owner may request extra keys. The issuance fee is non-refundable. Keys are only for owners and tenants. The OWNER of the unit is responsible for the keys and may be held liable if the keys are misused in any way. If more than 2 keys are requested per unit, a written explanation is required and a deposit will be required. Please see the Extra Keys section. Please contact the Association Manager for additional keys.

NEW UNIT OWNERS are cautioned to require two common area keys be given to them at closing. If a new unit owner needs keys for any reason new fees will be required.

Broken or damaged keys will be replaced at the regular issuance fee of \$20 per key and no extra key deposit will be required IF the damaged key is sent to the Association Manager with the request for new keys. Otherwise, a deposit will be required.

Lost or stolen keys will require payment of the key issuance fee of \$20 plus the deposit cost, as outlined below. However, the deposit in this circumstance is not refundable. This is necessary to offset the cost of changing the locks and issuing new keys to all of the owners in the building

Extra Keys

Special Circumstances exist when more than two keys are requested per unit. The Association Manager tracks the number of keys issued to each unit. The unit owner must request the extra keys. Keys are assigned to the unit, not to the unit owner, and are sent to a unit owner, not a tenant.

I. For more than two keys issued per unit a deposit will be required (see the deposit table, below). Upon return of the key, the deposit will be refunded. The key issuance fee is non-refundable. A key request form must be filled out and submitted to the Association Manager. Each key will require a separate form. If a key is lost or not returned, the deposit will not be refunded and the deposit will go toward the cost of re-keying the building. If you sell the unit, you are responsible for returning the keys to the property manager. If the keys are transferred directly to the new owner, the deposit will be forfeit and the deposit will go toward the cost of re-keying the building. Obviously, an owner or resident will be able to lend one of their keys to a visitor or contractor on a short-term basis. An extra key can be requested on a short-term basis but all fees apply.

The Association Manager may waive the deposit if an extra key is for a legally residing resident of the unit. That resident must have paid the move-in fee as required elsewhere

in the rules, or be a member of the owners immediate family. The standard key issuance fee is still required and the key request form must be completed.

II. The Association Manager has the right to waive key fees and/or deposits *at his or her discretion* if the key is required for regular service access by a contracted service company for service to the buildings common areas or equipment.

III. Ambassador I Condominium tenants and owners are issued a key that allows them access to the common areas (courtyard, garage, trash room) but not to the Ambassador II residential spaces. Ambassador I residents who need or desire access to the Ambassador II residential areas are subject to the same key issuance fee, deposit and form requirements outlined herein.

IV. The Association Manager may issue extra keys without fee and/or deposit requirements at his or her discretion. The Association Manager may determine that special circumstances apply if more than two keys per unit are requested and may waive the key issuance fee and/or key deposit. The exceptions may include extra keys issued to the owner of the commercial space or keys issued to helpers of disabled tenants (no fee and/or no deposit required).

Deposit Schedule:

1 st extra key	\$100 refundable deposit plus \$20 non-refundable key issuance fee
2 nd extra key	\$ 50 refundable deposit plus \$20 non-refundable key issuance fee
3 rd extra key	\$ 50 refundable deposit plus \$20 non-refundable key issuance fee

Any owner requiring more than 5 total keys must make the request, in writing, to the Board of Directors. The request will be highly detailed and the Board reserves the right to require a substantial additional deposit.

Ambassador II Extra Key Request Form

Date _____

Name: _____

Unit #: _____

Phone #: _____

This key will be issued to:

Name: _____

Address: _____

Phone Number: _____

Reason: _____

(Examples of reason: Housekeeper, dog walker, etc.)

Signed _____

Mail to:
Ambassador II Condominium Homeowners Association
5622 California Ave SW
Seattle, WA 98136-1515

For office Use:

Key # _____

Date Issued: _____

Amount of Deposit: \$ _____