



Building Access Codes

DATE: NOVEMBER 26, 2012
TO: SOLARA LOFT HOMEOWNERS
FROM: ERIN LAVERGNE, COMMUNITY MANAGER
RE: BUILDING ACCESS CODES

Solara Lofts Homeowners:

In an effort to assist with the security of Solara Lofts, we will be clearing out the current access codes in the directory and re-entering new codes as provided by residents. Solara Lofts experiences a high turnover of renters and owners, and this is a way to ensure appropriate access by our residents. All current codes will be cleared on **December 17, 2012**, therefore it is imperative you complete the below portion and return it prior to that date above. If you wish to keep your current code you will still need to complete this form. In addition, please provide your vehicle information and emergency phone number, so we can update our records.

Owner Name(s): _____

Tenant Name(s) (if applicable): _____

Unit Number: _____

New 4-Digit Access Code: _____

Phone Number: _____

Vehicle: 1. _____ License #: _____

Vehicle: 2. _____ License #: _____

Vehicle: 3. _____ License #: _____

Return Form To:
Action Property Management
Professionally Managed By Action Property Management, Inc.
835 5th Avenue, Suite 407 • San Diego, California 92101
(800) 400-2284 • Fax (949) 450-0303
www.solaraloftshoa.com



Attn: Erin Lavergne
You may e-mail the form to elavergne@actionlife.com