

**SUNSHINE ESTATES PROPERTY OWNERS, INC,  
1957 W. Michigan Drive  
Harlingen, Tx. 78550**

**Directions to SEPO Office for providing Owners' Emergency keys**

**08-25-2022**

At the Owner's request (handwritten, e-mail or phone call – if at all possible) to the SEPO office, the office is authorized to furnish the Owner's "Emergency" key(s) to the named recipient.

The recipient shall sign the "Resident Emergency Key Checkout/Checkin" form when receiving the key(s). It is the Owner's responsibility to see that the key(s) is returned to the office in a timely manner. Upon return of the key(s), the form will be completed indicating who the key(s) was turned in to and when. This form will be filed in the Owner's file in the SEPO office.

This procedure shall be followed, with the exception of a key(s) being furnished to an emergency responder.

SEPO Board

Attachment