



## Guidelines for Fairfax Village III Condominiums

**(FFV-3) Keys :**

[Fairfaxvillage3dc@gmail.com](mailto:Fairfaxvillage3dc@gmail.com)

2113 - 2145 Suitland Terrace SE      3820 Southern Ave. S.E.

Washington, DC 20020-1172



Fairfax Village III Condominium (FFV-3) is about Safety and Security. Many Condominiums have property code regulations regarding locks and keys. Fairfax Village III Condominium (FFV-3) Will Change ALL Security Door Keys for All Multi-Unit buildings and gates Keys.

**1. ONLY Homeowner's /Unit -Owners may request key(s).**

**2. Absentee Homeowners/ Unit Owners must request a replacement key in writing for your tenant(s).**

### All Request must have:

- a. Name of Owner on file in the EJV Fiscal Management and Quality 1 Property Management Offices, and current copy of your **H06 Insurance**
- b. Owner's Current Address, phone number, email address
- c. Fairfax Village III Condominium Property Address  
Current Contact Information:  
\*\*Tenants' Complete Name with a copy of lease agreement and **H04 Renter's Insurance Policy.**
- d. Your tenant must show Proper # ID with picture, FFV-3 Property address, when picking up your NEW. SECURITY key.

**3. Unit Owner must have proper # ID with picture, FFV-3 Property address, when picking up your key.**

**4. All Security Door Replacement Keys are \$35.00 each    MONEY ORDER ONLY**

**5. All Gate Keys are \$50.00 EACH    No- Exception    MONEY ORDER ONLY  
Between 2119-2121 Suitland Terrace S.E.**

**It is important for EVERY ONES safety and security.**

**Do not Make a Copy. Please check your lease or violation rules to make sure you're not breaching this agreement.**

**Look for the words "Do Not Duplicate" on the key itself.**

**ALL LOCKS were CHANGED ON : MONDAY, SEPTEMBER 24,2018**