

# *Trailwood*

## **New Transponder and Fob Checklist**

- Complete Forms – Key Fob & Transponder Form
- If the vehicle is registered to an address offsite, please complete the Separate Form for Vehicles Registered Not Registered to an address at Trailwood and provide an explanation in the space provided
- Include a copy of DMV registration for EVERY vehicle
- If you are a tenant submitting the application forms, please include a copy of your lease agreement
- Include a check payable to Trailwood Maintenance Association for any additional Transponders or Fobs
- Variance Requests are reviewed by the Board of Directors
- If you are not requesting additional Transponders or Fobs you may mail, email or fax in the forms and registration forms to the address below, email [jstocks@keystonepacific.com](mailto:jstocks@keystonepacific.com) or fax to 949-833-0919
- If you need to send in a check please mail the entire application, registration forms and the check payable to Trailwood Maintenance Association to:  
Keystone Pacific Property Management  
Attn: Jennifer Stocks  
16845 Von Karman Avenue, Suite 200  
Irvine, CA 92606