

# Pool Pass Application and Updates

The requests for new pool passes and to update an existing pool pass should be sent to pools@afhoa.net. Pictures should also be sent to the pools@afhoa.net email with the name and address for each person.

Steps requesting a new pool pass:

## **New residents will require the following:**

- Pool pass application form.
- Proof of residency in the form of an ID or driver's license with the Ashburn Farm address. If the address has not been updated, a major bill must be submitted with the identification card. (electric, water, vehicle registration, etc.)
- Pictures in .jpg format for all residents over the age of nine in passport style, against a wall, from the shoulders up (see example below).
- Payment in the form of cash or check is accepted—the cost for each pass \$5.00. Checks should be made payable to Ashburn Farm Association or AFA.

## **New tenants will require the following:**

- Off-Site Member Contact form, filled out by both the homeowner and tenant if one has not been previously submitted.
- Pool pass application form.
- Proof of residency in the form of an ID or driver's license with the Ashburn address. If the address has not been updated, a major bill can be submitted with the identification card. (electric, water, vehicle registration, etc.)
- Submit pictures in .jpg format for all residents over the age of nine in passport style, against a wall, from the shoulders up (see example below).
- Payment in the form of cash or check is accepted—the cost for each pass \$5.00. Checks should be made payable to Ashburn Farm Association or AFA.

Example of the format of which the picture should be:

