

July 17, 2024

Dear Homeowner

Enclosed is a 3-page resident information sheet. Please complete all pages and provide the information requested.

First Page (Resident Information Sheet) If you don't have a 4-digit code, you may choose one. When providing the 4-digit code, please remember this is the code that is associated to your phone number (Mobile or Landline) When friends and delivery service key in the 4-digit code, press, it will ring to your phone number that you provided. You press to speak or press 9 to allow access.

Second Page - Owner Vehicle Information – The barcode number is either the white or gold strip that is put on your windshield. All barcodes must match the vehicle.

Third Page –

White Proximity Cards contain a 5-digit code.

Black FOB is shaped like a small football. That too also has 5 digits.

Visitors Parking Number – Yellow and Black

Blue Parking Permit Number – Should be always displayed.

Pound # 4-digit code – This 4-digit code is not associated with a phone number. We will be eliminating the 4-digit codes soon.

Unit Keys – Please check off the box if we have your key and or security code for unit access. Keys and or codes must be provided for emergency access (Per documents and Florida Statues)

Resident Information Sheet

OWNER'S NAME	
UNIT #	
MAILING ADDRESS	
EMAIL ADDRESS	
EMERGENCY CONTACT	
LANDLINE NUMBER	
MOBILE NUMBER	

RESIDENT #2	RELATIONSHIP	
MOBILE NUMBER		
EMAIL ADDRESS		
EMERGENCY CONTACT		

RESIDENT #3	RELATIONSHIP	
MOBILE NUMBER		
EMAIL ADDRESS		
EMERGENCY CONTACT		

RESIDENT #4	RELATIONSHIP	
MOBILE NUMBER		
EMAIL ADDRESS		
EMERGENCY CONTACT		

RESIDENT #5	RELATIONSHIP	
MOBILE NUMBER		
EMAIL ADDRESS		
EMERGENCY CONTACT		

IS OWNER A FULL TIME RESIDENT YES ___ NO ___

DO YOU WANT YOUR EMAIL REGISTERED ON THE WEBSITE YES ___ NO ___

LIST PHONE NUMBER REIGISTERED TO YOUR 4-DIGIT CODE _____

PRINT NAME _____ SIGNATURE _____ DATE _____

OWNERS VEHICLE INFORMATION	
MAKE	
MODEL	
YEAR	
COLOR	
PLATE NUMBER	
BARCODE NUMBER	

RESIDENT #2 VEHICLE INFORMATION
MAKE
MODEL
YEAR
COLOR
PLATE NUMBER
BARCODE NUMBER

RESIDENT #3 VEHICLE INFORMATION
MAKE
MODEL
YEAR
COLOR
PLATE NUMBER
BARCODE NUMBER

RESIDENT #4
MAKE
MODEL
YEAR
COLOR
PLATE NUMBER
BARCODE NUMBER

RESIDENT #5
MAKE
MODEL
YEAR
COLOR
PLATE NUMBER
BARCODE NUMBER

PRINT NAME _____ SIGNATURE _____ DATE _____

MAILBOX NUMBER
ASSIGNED PARKING NUMBER
GARAGE NUMBER
WHITE PROXIMITY CARD NUMBERS _____
BLACK FOB NUMBERS
VISITORS PARKING NUMBER
BLUE PARKING PERMIT NUMBER
4 DIGIT CODE DIGIT CODE
UNIT KEY YES _____ NO _____ If not, please provide. CODE _____
PETS & VACCINATION RECORDS

Please provide the following documents.

VEHICLE REGISTRATION FOR ALL VEHICLES Annually
DRIVER'S LICENSE FOR ALL RESIDENTS Annually
CONDO INSURANCE DECLARATION PAGE Annually
COPY OF DEED
COPY OF LEASE Annually

PRINT NAME _____ SIGNATURE _____ DATE _____