

CARLTON SQUARE HOMEOWNERS ASSOCIATION

Resident Information Form

This form must be completed and signed by the property owner.
PLEASE PRINT LEGIBLY AND COMPLETE ALL INFORMATION

Initial Change

Update

- Type of change: Type of Change Pin Number Telephone Number
 Parking Decal License Plate Key Fob Request (*IF LOST, identify number*)

Property Address:

Property Owner's Name:

Property Owner's Address: (if different from above)

Property Owner's Phone: (Home/Cell/Work)

Home: Cell: Work:

Property Owner's Email Address:

Occupants:

Occupants Cell Phone:

Personal Security/PIN ID Number:

Resident Owners and/or Lessees can select a four character, alpha or numeric personal identification Number that will be used to authorize visitor entry requests over the phone. (*Under no circumstances should your ID number be shared with a visitor*)

Assigned Parking Space Number: (applies to the stack flats only)

Indicate in the space below the number of the parking space assigned to your unit (for example, 126):

Key Fobs: (list the number of all key fobs assigned to your residence – include owners and lessees and others):

Please Note: Lost key fobs can be replaced **ONLY** if the lost key fob number is given to the on-site manager. At that time, it will be deleted from the system, so that a replacement can be issued. No number, no replacement.

Absolutely No Exceptions!

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VISITORS: List all visitors authorized to enter the community without a call to the resident by security to authorize the visit. **Maximum number of names: 5**

Name:

License Plate #:

Please Note: If any of the information above changes, it is the responsibility of the resident/owner to inform the on-site manager and update the resident information form.

Resident Vehicle and Decal Information: (List the description, license plate number, and assigned decals for all vehicles associated with your residence).

Vehicle	Year	Make/Model	Color	License #	Decal
Vehicle 1					
Vehicle 2					
Vehicle 3					
Vehicle 4					

Non-Resident Key Fob Holders Vehicle Information: (List the requested information for all vehicles of non-residents to whom you have given a key fob and who park in Carlton Square).

Vehicle	Year	Make/Model	Color	License #
Vehicle 1				
Vehicle 2				
Vehicle 3				

I hereby state that the information furnished above is accurate to the best of my knowledge and that the key fob(s) assigned to me/my lessee will not be given to others not indicated on this form. I understand that failure to abide by the vehicle and safety regulations established for Carlton Square and to inform those indicated on this list regarding these regulations. I further authorize these changes to be made to my Computer Resident Profile on the date indicated below.

Date: **Signature of Property Owner:**

PLEASE NOTE: FAILURE TO KEEP THIS INFORMATION CURRENT COULD RESULT IN VEHICLES BEING TOWED

Date Received: **Date Entered in Computer:** **Entered By:**