



# Resident Information Form

OFFICE USE ONLY

## PROPERTY OWNER:

## RULES:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### MAILING ADDRESS IF DIFFERENT FROM ABOVE:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Verification Code<sup>1</sup>

- Homeowners are entitled to one (1) **prox card** for each person residing at your Orange Tree home. A picture must be taken by the Orange Tree staff and will be included on your prox card. As such, prox cards will also serve as a picture ID for resident use of the Recreation Center facilities. The lease fee for a prox card is \$20.00 each. To be issued a **prox card** you must show identification by providing:
  - a valid FL drivers license for adults, or
  - a pictured school ID for school-aged children, or
  - a parent's signature for non-school-aged children.
- Homeowners are entitled to one (1) **barcode** for each car registered to their home address, the same address as used in par. 1, above. A current vehicle registration will be required as evidence. All barcodes shall be installed only by an Orange Tree staff member. The lease fee for a barcode is \$10.00 each. If you cannot provide proof that your vehicle is registered at your Orange Tree address, you may lease a Vendor barcode at an annual fee of \$50.00.
- You must report a **lost, damaged or stolen** barcode or prox card to the Orange Tree Management Office within forty-eight (48) hours so it can be deleted from the system. If lost, damaged or stolen, the first barcode will be replaced for \$10.00, the first prox card for \$20.00. Any additional lost, damaged or stolen barcodes or prox cards will cost you \$50.00 each.

### Notes:

- Keep a copy of your **Verification Code** in a safe place. When leaving a guest's name with the guard to be granted access, you must call no more than one (1) day in advance and give the guard the Verification Code provided to you on this information form so as to confirm your identity.
- For purposes of the information provided on the reverse side, the term **Snowbird** shall refer to an owner who does not live in Orange Tree year round and, therefore, may not have a FL driver's license or their vehicle registered to their Orange Tree residence. Your marking the Snowbird designation and executing this form shall be your attestation of same.

## AGREEMENT

By signing the individual portions on the back of this **Resident Information** form, the recipient of the Orange Tree gate access prox card or barcode acknowledges that they have received a copy of the **Gate Access Policies & Procedures** as issued by the Orange Tree Master Maintenance Association, have read same, and agree to be bound thereby.

At the risk of having your barcodes and/or prox cards deleted from the system, you agree (a) not let any person have the unauthorized use of the Orange Tree barcode or prox card issued to you, and (b) to keep the Orange Tree Management Office apprised of any change in the information contained herein.

## TENNANT:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Attach copy of the tenant's lease? Exp. Date: \_\_\_/\_\_\_/\_\_\_

<p><b>CARD #1</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>
<p><b>CARD #2</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>
<p><b>CARD #3</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>
<p><b>CARD #4</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>
<p><b>REMOTE #1</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>
<p><b>REMOTE #2</b></p> <p><input type="checkbox"/> Owner</p> <p><input type="checkbox"/> Family Member</p> <p><input type="checkbox"/> Tennant</p>	<p>_____ Last Name                      First Name                      <b>GATE CARD NUMBER</b></p> <p>_____ Year of Car              Make of Automobile                      Vehicle Tag Number</p> <p>_____ Signature of Cardholder or Guardian              Driver's License Number              State From</p>