

OWNER
Gate Access Code Application
(Please Print)

Owner Name: _____ Condo No: _____

*Local phone number for gate directory/access: _____

*Please list all vehicle license plates using owner codes:

License: _____ License: _____ License: _____

*In case of any concerns, please call me at _____

I would like to order:

- First proximity card no charge _____ (✓) x \$0
- Additional proximity cards, qty - _____ x \$7.50 = _____
- Visor remote, qty - _____ x \$25.00 = _____
- Key-chain remote, qty - _____ x \$25.00 = _____
- For shipment, add \$4.00 for shipping _____
- If shipping is not included, we will hold in the office for you.

Total amount included \$ _____

Please complete and return this completed form, along with any payment for merchandise to:

Lakeshore Condominium Association
3628 Lakeshore Drive
ST Joseph, MI 49085

Access Card ID _____
Access Card ID _____
Access Card ID _____

Remote ID _____
Remote ID _____
Remote ID _____

Issued by: _____ Date: _____

List of Vendors with Gate Codes
Automatic Apt Laundry
ABC Preferred Plumbing
Ambulance Medic One
Ace Plumbing
Indiana Michigan Power
Michigan Gas Utilities
AT & T Phone Service
Berrien Co. Health Dept
Fire Department
Four Seasons Pool Service
General Help
Heaven Scent Carpet Cleaning
Jackson Construction
Police Department
Precision Cleaning
Second Nature
Town & Country Plumbing
Waste Management
Water Dept. of St. Joseph
<p>Please note: Any Individual that calls for service, deliveries, etc. must provide a temporary code to their service vendor, if vendor is not on the above list. <u>Please call the office for the temporary code at least one week before service is required.</u></p>
<p>Please do not provide vendors with your personal code.</p> <p>Please request a temporary code.</p>
<p>(Rental Agent will provide temporary code to tenant as needed).</p>

TENANT
Gate Access Code Application
(Please Print)

Tenant Name: _____ Condo No: _____

Name (Agent/Owner): _____

Local phone number for gate directory/access: _____

Access Code (s): _____

Access Card ID _____

Access Card ID _____

Access Card ID _____

Please list all drivers and vehicles using above codes:

Name: _____ Contact Phone: _____

Driver's License No: _____

Name-Spouse/Co-applicant: _____ Contact Phone: _____

Driver's License No: _____

Name-Spouse/Co-applicant: _____ Contact Phone: _____

Driver's License No: _____

Permanent Address: _____ State & Zip: _____

Vehicle (s)

Make: _____ Model: _____ Year: _____ License: _____

Make: _____ Model: _____ Year: _____ License: _____

Signed by:

_____ Tenant Date: _____

_____ Tenant Date: _____

_____ Tenant Date: _____

Issued by: _____ Date: _____

All cards and/or codes will be issued through your rental agent (or owner of the unit). This completed application must be on file in the Association office a minimum of 7 days from the first use of any assigned codes in order to continue operating the entrance gate.

Lakeshore Condominium

Procedures for Gate Access for Rentals

1. Each rental unit is given a blank Tenant Gate Access Code Application with the access code and (if applicable) the proximity card assigned to that rental unit.
2. When the unit is rented, the rental agent may give this application, code, and/or card to the tenant.
3. The rental agent must have this form filled out and returned to the office **NO LESS THAN 7 DAYS** from the initial use of either the code or card, or it will be deactivated. Additional cards may be requested (\$10.00) at this time.
4. Tenants will be tracked on a control sheet. **UPON THE DATE OF EXPIRATION OF THE LEASE, THESE CODES AND CARDS WILL NO LONGER OPEN THE GATE.** In the case of a month-to-month lease, we will need to be notified by fax or e-mail if this lease is to continue. **IF WE DO NOT RECEIVE NOTICE OF CONTINUANCE OF A MONTH-TO-MONTH LEASE, THE CARD/CODE WILL BE DEACTIVATED.**
5. When a tenant moves out, a new code and card will be issued. If the old card is not returned there will be a charge to replace this card.

There will be a charge to reissue or reactivate codes/cards more than one time in each year.