



WILLOW FOREST

Electronic Access Device Registration Form

Please type or print clearly.

Resident / Homeowner Information

First Name: _____

Last Name: _____

Street Address : _____

Email Address : _____ Phone Number: _____

Is this a leased property? Yes No Period of Lease: _____ to _____

If Yes, Property Owner's Name: _____

(Please attach a copy of the current lease or owner letter. We do not keep this documentation on file from year to year.)

*Access device will be issued to either the homeowner or the tenant, BUT NOT BOTH.

Permanent Members of Household

Name

First

Last

First

Last

For Office Use Only:

Residency Verified By: _____ Card Numbers Issued: _____

Date Issued: _____ Received By: _____ Amount Paid: \$ _____ Check # _____

Remember:

1. Proof of residency is required, a government-issued photo ID is an example of this requirement.
2. If you are leasing the property, you will also need a copy of the 1st page of your current lease showing address, names and lease period.
3. The account must be a balance under \$5.00 or be on an approved payment plan with C.I.A. Services.
4. Up to 10 guests per home are permitted at the pool.
5. The first access cards will be at no charge. 1 additional cards may be purchased for \$25.00 each. Replacements for card's that are lost or damaged will be \$45.00 **ONLY CHECKS OR MONEY ORDERS WILL BE ACCEPTED FOR PAYMENT. NO CASH WILL BE ACCEPTED. NO EXCEPTIONS**