

Washington Square Homeowners Association

Access Control and Parking Form

RETURN FORM TO: accesscontrol@washingtonsquareatlanta.com

- New Owner Information
 Change Information on File

Property Address#: _____ WW MV HC WC (CHECK ONE) If new owner, advise closing date: _____

Owner Name(s): _____

If tenant/renter, specify name(s): _____

Names and numbers as they should appear in the call box (if name is different than property owner name, please provide a copy of lease):

#1 Name: _____ Phone Number: _____

#2 Name: _____ Phone Number: _____

#3 Name: _____ Phone Number: _____

#4 Name: _____ Phone Number: _____

Email #1: _____ Email #2: _____

Email #3: _____ Email #4: _____

Devices & Keys Received at Closing (Note that if devices issued to seller are not listed below they will be deactivated):

Number of Gate Remotes Received:	How many?	Device Number	Device Number	Device Number
Number of Pool/ Pedestrian Gate Fobs Received:	How many?	Device Number	Device Number	Device Number
Number of Park Gate Key Received:	How many?			

Parking Hang Tags Received at Closing:

Parking Tag Numbers: _____ Guest Tag Number: _____

Devices & Parking Tags Requested:

Gate Remotes: _____ (\$50 ea)	Parking Tag: _____ (\$35 ea)	Guest Tag: _____ (\$25 ea)
Pool/ Pedestrian Gate Fobs: _____ (\$25 ea)	Park Gate Key: _____ (\$25 ea)	

Important Information—Each home is only permitted the following:

- 2 Gate Remotes—If home is rented, the owner is permitted one additional remote.
- 1 Pool/Pedestrian Gate Fob—If additional fobs are requested for the pedestrian gate for children to use at the bus stop, they will be activated for the pedestrian gate **only**.
- 1 Park Gate Key—Each home is issued 1 key at no charge, and 1 additional key may be purchased.
- 2 Homeowner (Parking) Tags—Each home has 2 assigned parking spaces. Parking tags are only valid for their assigned spots, not for the Guest spaces. Vehicles with homeowner tags should only park in their numbered spaces as parking in Guest spaces could result in being tagged and towed or fined, at homeowner expense.
- 1 Guest Tag—Guest tags are for visitors/temporary parking only. Vehicles stored or parked in Guest parking spaces or in front of homes for extended periods of time may be tagged and towed at owner’s expense or have daily fines issued to the homeowner.

OFFICE USE ONLY: Date Received: _____ Received By: _____

- Former Owner Removed from System
 New Owner Entered w/Telephone Number & Address
 Devices Transferred to New Owner

Remote(s) Issued: _____ Fob(s) Issued: _____

Parking Tags Issued: _____ Guest Tag Issued: _____ Park Gate Key Issued: _____ Total

Fees: \$ _____ Circle One: Paid Billed Mailed: _____ By: _____