

CHECKLIST FOR NEW OWNERS/RENTERS

In order to avoid inconvenience for residents when entering the community or coming to the office to register, please make sure the following information is completely understood by all parties involved.

It is imperative for all new residents to understand that until they have registered in the office, by supplying all the required documentation, they will not be recognized as residents by the gatehouse or the management office.

This means that until they are registered, **NO** guests will be authorized for access to the community. This includes but is not limited to friends, family, vendors, and moving trucks. Special exceptions for moving trucks or vendors can be made, **ONLY** through the management office.

The required documentation must be obtained prior to registration and cannot be obtained by the management office personnel. Documents may be faxed to the office prior to coming in and will speed up the process. The fax number is 561-495-1612. The office number is 561-495-1598. Please include a contact number on any faxes.

For initial gate access, new residents need only show a warranty deed, settlement agreement, or executed lease to the guard. New residents should go to the office to register at the earliest possible time. Office hours are 9 am to 4:30 pm Monday to Friday.

The required documents are as follows:

Warranty deed or settlement agreement or executed lease.

Certificate of approval – required for closing and can be obtained from the association for your building.

Drivers license

Check to purchase ID's and transponders. The LOD office accepts cash and checks **ONLY** for all transactions.

I understand that failure to provide ALL the required documentation at the time of registration may delay the issuance of an ID or gate access device and may result in my guests being refused entry to the community.

New owner/lessee has been properly informed of the requirements for registration.

Owner/Lessee

Association