# KINGSMILL FAMILY/GUEST LIST CHANGE FORM

| RESIDENT /PROPERTY OWNER'S INFORMATION | |
|---|---|
| RESIDENT NAME | |
| ADDRESS | |
| HOME PHONE | CELL |
| E-MAIL | |

| GUEST/CONTRACTOR | ADD, DELETE, CHANGE | FREQUENT VISITOR | EXTENDED FAMILY | SERVICE AND/OR MAINTENANCE | OTHER |
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Advise your guests that when they arrive at the gate they should advise the gate person that they are visiting you (and give your address) and that they are on your permanent guest list. As soon as this is verified they will be given a pass and allowed to enter.

**PLEASE REMEMBER KINGSMILL POLICE ARE HERE FOR YOUR PROTECTION. MAKE SURE TO LET THEM KNOW <u>IMMEDIATELY</u> OF ANY CHANGES OR PROBLEMS WITH YOUR FAMILY/GUEST LIST.**

Signature of resident:_____ Date:_____

| Received by KCSA |
|---|
| Date:_____ |

| | Police Files | Date |
|---|---|---|
| Entered | | |
| KMPD | | |

Revised 12/2016