
O.O. (Old Orchard) Community Association, Inc.

Community Access Form

Please complete the following form to make changes to the access control system for your community. Check the corresponding box and fill out all information so that we can best serve you while keeping access to the community controlled. Please remit completed form to:

Real Manage
16000 Barkers Point, Suite 250
Houston, TX 77079
E-mail: OLDORCH@ciramail.com

O.O. (Old Orchard) Community Association, Inc.

Community Association

Owner's First Name

Last Name

Property Address

Mailing Address (if different)

Telephone

E-Mail Address

☐ **Guest Directory (OPTIONAL)**

Include me in the guest directory (please circle one):

YES

NO

Telephone number: _____ (this is generally the telephone number at the residence)

The directory is an optional feature that uses your existing telephone to let you talk with visitors and allow them access to the neighborhood if you so desire. The system will keep your number confidential. Visitors call you from the callbox directory, Press 9 on your phone for at least 1 second to grant access.

☐ **Entrance Gate Code (OPTIONAL)**

Provide me with a gate code:

YES

NO

**RealManage will respond to you, with your assigned gate code.*

☐ **Remote Opener Request**

Remote gate openers are available upon request for a fee of \$30.00 per opener. Upon receipt of payment, a Board Member will be in touch with you to provide you with your remote.

Quantity Desired: _____ X \$55.00 Total for requested remotes _____

Payment can be by Check (made out to O. O. Community Association, Inc.), Credit Card, Money Order, or electronic payment.

Remotes will be mailed from Real Manage when payment has been processed.

If you received remotes from the previous owner, please list the 5-digit code on the back each remote so that the remote is registered to you.:

Signature (Owner)

Date