

## Crown Colony Tenant Registration Form

This form must be submitted with a lease or rental agreement. All financial information may be obliterated from the lease. The form and lease must identify the tenants and the lease dates and must be submitted at least 72 hours prior to the first day of the lease period. A radio frequency identification (RFID) decal (\$30 each) will be required on vehicles to gain entry to the community using the automatic gates and a proximity card (\$10 each) will be required to enter the activity center, pool, and pool bathrooms. Each of these items will be valid only during the rental period. The RFID decal will be applied to the registered vehicles by those authorized to do so at a prearranged time. Payment for decals and cards will be required at the time of distribution. If a tenant (or owner for a tenant) does not want to purchase an RFID decal, a 7-day pass may be issued on a weekly basis for the period up to, but not beyond, the end of the lease.

Every visitor including those on the Permanent Guest/Vendor List entering Crown Colony is required to present his or her valid driver's license to be granted entry. Residents who may be coming home via taxi or limousine service also will be asked to present their driver's license as proof of identity.

A personal identification number (PIN) will be issued to tenants after the Registration Form is completed and received. The PIN must be used to access the Voice Authorization System by telephone (239-415-0526) in order to register temporary guests or vendors not on the Permanent Guest/Vendor list. The Voice Authorization System will prompt you through the selections.

After completing the form, sign and return it as soon as possible by giving it to the Access Control Officer at the Gate House or faxing it to them at 239-415-0403.

| <b>Crown Colony address including condo unit number, if applicable</b> |             |            |
|--|-------------|------------|
| Street Number  | Street Name | Condo Unit |
|  |             |            |

| <b>Owner's Information</b> |            |  |
|----------------------------|------------|--|
| Last Name                  | First Name | Telephone Number<br><i>(Include area code)</i> |
|                            |            |  |

| <b>Tenant's Information (<i>primary contact</i>)</b> |            |   |
|--|------------|---|
| Last Name  | First Name | Telephone Numbe<br><i>(Must be tenant's cell phone used while in Crown Colony. Include area code)</i> |
|  |            |   |

| <b>Tenant's e-Mail address</b><br><i>(Please print legibly)</i> |
|---|
|   |

| First Day of Rental | Last Day of Rental |
|---------------------|--------------------|
|                     |                    |

| Other occupants at the property address including children. |            |
|---|------------|
| Last Name   | First Name |
|   |            |
|   |            |
|   |            |
|   |            |
|   |            |
|   |            |
|   |            |

| Permanent Guest and Vendor List |            |  |           |            |
|---------------------------------|------------|--|-----------|------------|
| Last Name                       | First Name |  | Last Name | First Name |
|                                 |            |  |           |            |
|                                 |            |  |           |            |
|                                 |            |  |           |            |
|                                 |            |  |           |            |
|                                 |            |  |           |            |
|                                 |            |  |           |            |
|                                 |            |  |           |            |

| Tenant's Vehicle Information <i>(Each decal is \$30.)</i> |                 |            |            |            |            |
|---|-----------------|------------|------------|------------|------------|
|   | Example         | Vehicle #1 | Vehicle #2 | Vehicle #3 | Vehicle #4 |
| Make  | <i>Ford</i>     |            |            |            |            |
| Model   | <i>Mustang</i>  |            |            |            |            |
| Color   | <i>Red</i>      |            |            |            |            |
| State of Registration                                     | <i>Florida</i>  |            |            |            |            |
| License Plate Number                                      | <i>ABC 124</i>  |            |            |            |            |
| <i>For Administrative Use Only</i>                        |                 |            |            |            |            |
| RFID Decal  | <i>XXXX-XXX</i> |            |            |            |            |

## Proximity Card Request

*(Each card is \$10 each.)*

| Tenant's Name |       | <i>For Administrative Use Only</i> |       |
|---------------|-------|------------------------------------|-------|
| Last          | First | Proximity Card No.                 | Notes |
|               |       |                                    |       |
|               |       |                                    |       |
|               |       |                                    |       |
|               |       |                                    |       |
|               |       |                                    |       |
|               |       |                                    |       |
|               |       |                                    |       |

*This form must be signed and dated by the owner and tenant. Do not send payment for decals or proximity cards at this time. Payment will be collected when the items are distributed.*

|                  | Owner | Tenant |
|------------------|-------|--------|
| <i>Name</i>      |       |        |
| <i>Signature</i> |       |        |
| <i>Date</i>      |       |        |