

Access Control Change Form

Date _____ Lot # _____ Lot Address _____

Owner Name(s) _____

Check reason for change:

Change of occupancy _____

New occupant(s) _____

Home sale _____ Home lease _____

Date for new access to be start _____ Date for previous access to end _____

Lease start date _____ Lease end date _____

Vehicle access _____

New vehicle (need new sticker) _____ New vehicle (change info only-no sticker issued) _____

Driver _____ Vehicle _____ Lic. Plate _____

Driver _____ Vehicle _____ Lic. Plate _____

Revoke vehicle access _____

Driver _____ Vehicle _____ Lic. Plate _____

Defective/lost/damaged vehicle sticker _____

Sticker ID to be replaced _____

Return defective stickers to management for exchange.

Call box _____

Change phone number _____ Add phone number _____

Name _____ Phone _____

Name _____ Phone _____

Delete phone number _____

Name _____ Phone _____

Card key (pool & gym access) _____

Defective/lost/damaged key card _____ New owner _____

Replacement key cards and more than two initial vehicle access stickers are \$20 each.

Additional information

Please complete form and return to Elliott Merrill by email meganm@elliottmerrill.com, fax 772.569.4700, or mail 835 20th Place, Vero Beach, FL. 32960