



Residents of Las Brisas must use the following form to request additional user information be placed in the front entry system. Each home is currently assigned one number to allow a visitor to call a home and enter the property. Using this form will allow up to 3 additional residents names to be placed in the front Entry System.

1. **To be placed in the system you must be a Resident physically living in Las Brisas.**
2. **All requests will be verified before placing the name and phone number into the system. Active lease or sales must be on file with management company.**
3. **Do NOT request anyone not living on the property to be placed in the system.**
4. **Only residents ages 16 and above will be placed in the system.**
5. **A written notice must be given 2 weeks prior to leaving the property or changes required in writing.**
6. **Form must be signed by Primary Resident.**

Condo #

Building Number	Unit #

	Additional Resident's Name	Phone Number	Owner / Renter	Age	Verified by Office
1					
2					
3					

OFFICE USE ONLY		
Gate Access Code Assigned		NOTES
1		
2		
3		

Completed by Office Date	
---------------------------------	--

By Signing this form, you state that all information is correct and understand that providing false information can result in ALL information being removed until corrective action can be taken.

Print Name

Sign Name