

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:

RealManage
Attn: Amenities Dept
PO Box 703267
Dallas, TX 75370-3267
Fax: 281-582-6400 • 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.

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

If you received remotes from the previous owner, please list the code/serial number for each remote so we may update our records:

Remote gate openers are available upon request for a fee of \$55.00 per opener.

Quantity Desired: _____ X \$55.00 (\$30 Remote + \$25 Admin/Shipping Fee)= \$_____

Signature (Owner)

Date

