

Items Required for Registration

For the most beneficial, least time consuming distribution of the new Smart Amenity Access cards, whenever possible all parties living in an individual residence are encouraged to appear at the registration appointment together so all photos can be taken at the same time.

Here are the items required for Registration:

Property Owners:

Drivers License/Photo ID for every adult

All or List of current Gate Access Devices in use- easiest just to bring all your gate access cards and fobs with you to the registration (any not verified will be deactivated same day)

All current vehicle registrations (copies ok)

Waived for initial registration period: Blank Check or Money Order, \$5.00 for each new Smart Amenity Access card, no cash will be accepted during registration

Renters:

Drivers License/Photo ID for every adult

All or List of current Gate Access Devices in use- easiest just to bring all your gate access cards and fobs with you to the registration (any not verified will be deactivated same day)

All current vehicle registrations (copies ok)

Copy of currently active lease.

City of Palm Coast Registration Rental Form – completed and filed by property owner

GHMA Rental Registration Form - completed and filed by property owner

Blank Check or Money Order, \$5.00 for each new Smart Amenity Access card, no cash will be accepted during registration

General Instructions Re Completing Property Information Form (PIF)

Blank GH PIF forms are available at the Offices at the Creekside Amenity building or may be downloaded from the GHCDD website by going to www.grandhavencdd.org. Click on Property Information Form in the What's NEW section of the Home Page. The PIF is best printed by selecting landscape mode, and if your printer prints on both sides, select print on both sides of paper, flip on short edge.

A properly completed PIF is required for each property owned. Please fill the form out using black or blue ink. Areas shaded in light green are to be filled in by CDD staff only, (resident input not required.) The name of your village is the name as it appears on your village entrance marker. The number of bedrooms includes dens, studies, bonus rooms, etc. counted as a bedroom. The Primary Contact Alternate Address is the seasonal address of the resident, (not other property owned by the resident in GH.)

Acknowledgement

All residents must sign this form acknowledging that they have received a copy of the Grand Haven Amenity Facilities Policies and have read and understand them.

In the event that the property is leased to a tenant, the owner must choose whether to transfer the right to obtain a GAD (Gate Access Device) and the right to use any and all amenities within Grand Haven to the Renter or retain the BUR for themselves. If the owner chooses to retain the BUR, the tenant will not be eligible to obtain a GAD and amenity access. If the BUR has been transferred, Renters must agree that they have been designated as the beneficial user of the membership privileges and will abide by all policies and procedures. Renters also agree that upon moving out of Grand Haven, any previous assigned GADs will be deactivated.

NOTE: by signing this form, the owner agrees that they will be responsible for any damages done by their tenant to Grand Haven property in the event that Grand Haven is not able to collect from the tenant.

Additional Property Occupant(s) Contact Information – List all other occupants in the home and identify relationship to the primary contact. Only contacts over the age of 16 who can show proof of ownership (Deed, HUD Statement), or proof of residency (driver's license, or mail) will be granted GAD's. Amenity cards may be issued to verified residents over 13 years of age.

Vehicles

Please list all vehicles that will require a GAD. Residents must provide a valid copy of the vehicles registration.

The location of Gate Access Card numbers is here:



The location of Gate Fob numbers is here:



Pre-Approved Visitors Gate Access List

Please list any visitor/vendor that you permit entrance to the community without requiring a telephone request. Any person's not listed on this sheet, will require the guard to call the resident to obtain permission for access.