

# REQUIREMENTS FOR NEW RESIDENTS

## OWNER OR LESSEE

The following documents are required to complete the new **Resident Information Packet** for Gate Access Devices (Card, Remote) and Amenity Photo ID Cards:

1. Driver's License(s)
2. Official document with property address (Deed or Lease)
3. Vehicle Registration for each car

Note: one Gate Card or Remote for each registered vehicle  
(must be registered in residing resident's name)

***NOTE: ALL DOCUMENTS ARE REQUIRED AT THE TIME OF REGISTRATION  
ALL FAMILY MEMBERS MUST BE PRESENT AT TIME OF REGISTRATION***

### New and Replacement (Lost or Broken) : Gate Card, Remote, Amenity Photo ID Card

Remote: \$32.00 each (with a 6 Month Warranty)  
Gate Card(s) and Amenity Photo ID Card(s): \$5.00 each

**ONLY CHECKS ARE ACCEPTED PAYABLE TO: GRAND HAVEN CDD**

#### **OFFICE LOCATION:**

Grand Haven CDD Office

2 North Village Parkway (North Gate) – Creekside Facility

PHONE: 386-447-1888

FAX: 386-447-1131

EMAIL: [office@ghcdd.com](mailto:office@ghcdd.com)

NOTE: ALL changes required on the Resident Information Packet **MUST** be done in writing through the Grand Haven CDD Office – **ONLY** – via in person, postal mail, email or fax (see above).