



## Montevilla at Bartram Lakes Association, Inc. OWNER INFORMATION FORM

Please complete this form and return to Sentry Management (SM)  
If home is leased, please provide SM with a signed copy of the lease and tenant form

Please complete this form and return to Sentry Management (SM). In order to maintain accurate records, please advise SM, your property is leased or sold.

### Property

Address: \_\_\_\_\_

Mailing

Address: \_\_\_\_\_

Official Owner Name:			
Home Phone:	(      )	Cell Phone:	(      )
Email:			
Official Co-Owner Name:			
Home Phone:	(      )	Cell Phone:	(      )
Email:			

### Gate Directory Box & Access Code:

Indicate name & phone number to be programmed into gate directory box. Only one phone number may be programmed into call box for each residence. Directory box only accepts local 904 area code phone numbers. To grant access to guests calling from the directory, residents must press 9 on their phone upon answering.

Indicate four digits to be used as Resident's Access Code. Resident can open the gate by entering their Access Code on the system keypad.  
To use Access Code, first press the "#" key, and then enter the selected 4 digit Access Code.

Name to Appear in Gate Directory Box			
Phone Number to Program in Directory Box			
4 Digit Gate Access Code (Push "#" Before Code)	#	_____	_____

### Gate / Amenities Access Devices:

Please list Device numbers for registration and activation. Additional/Replacement devices may be purchased from FirstService by check, cashier's check, or money order. Keycards are \$10 each and access front gate/amenities. Gate Remotes are \$35 by mail or \$25 in person & access front gate only.

Keycard #:		Gate Remote TR#:	
Keycard #:		Gate Remote TR#:	

### Vehicle Registration:

Make	Model	Year	Color	License Plate	State



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### Resident Instructions on Gate Operation

The Association has been equipped with a Cellgate Telephone Entry System that will provide communication for your guest from the gated entrance to your home by use of the local telephone network. If you have any questions regarding the use or operation of this system, please call Sentry Management Community Care (SM) at xxx-xxx-xxxx.

#### **Guest Communication**

Your name and/or unit number and local Jacksonville telephone number you provided at the time of closing have been programmed into the telephone entry system under a specific DIRECTORY CODE. This directory code can be from 1-4 digits long depending on the needs of the application. When a guest comes to visit you, they will look your name up in the system's electronic directory by using A and Z buttons on the faceplate of the system. Once your guest has located your name, your DIRECTORY CODE will be displayed to the right of your name. Your guest will enter this code on the system keypad, which will cause the system to place a call to the number you have instructed SM to contact at the time of closing. If your guest already knows your directory code, they can simply enter the code on the keypad without having to look up your name. Some systems are equipped with a CALL button. When your name is displayed in the directory, the guest can simply press the CALL button to establish communication with you.

#### **Granting or Denying Access**

Once you have answered the phone call and you have identified your guest, you have the choice to either grant access or deny access to your guest. To grant access to your guest, press 9 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating the gate is opening and will automatically disconnect itself. Some newer telephones omit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the open number twice in rapid succession to open the gate.

#### **To deny access to your guest, press #.**

To deny access, hang up on the caller.

Touch-tone cell phones can be used rather than a landline, but the use is not recommended.

#### **Privacy**

If you do not want your name and/or unit number listed in the electronic directory, please inform SM. Your telephone number can be stored in the system without your name being displayed on the directory. If you choose this option, you will need to inform your guest of the directory code number otherwise they will have no method of contacting you from the entry gate through the visitor telephone entry system.