



Montevilla at Bartram Lakes Association, Inc.

OWNER INFORMATION FORM

PLEASE COMPLETE THIS FORM AND RETURN TO FIRSTSERVICE RESIDENTIAL.
IF RESIDENCE IS LEASED, PLEASE PROVIDE FIRSTSERVICE RESIDENTIAL WITH A SIGNED COPY OF THE LEASE AGREEMENT AND TENANT FORM.

Property Address: _____

Mailing Address: _____

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

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