

SECURITY ACCESS FORM

- Homeowners have the option of being on an **ALWAYS CALL LIST**. (SEE ALWAYS CALL LIST INFORMATION BELOW)
- **All HOMEOWNERS** will be called for guests entering 12:00 a.m. – 6:00 a.m. unless call is made to guardhouse (281-646-7906) giving the guard on duty prior notification.
- Frequent guests may enter with a Harris County or HOA EZ tag. (Call the onsite office at 281-492-6020 with HCTR tag number or stop by the onsite office to purchase an HOA tag for your guest.) **NOTE: If access privileges change, the homeowner must contact the onsite office notifying office personnel of the change.**
- **GUEST PASSES** are also available at the onsite office for frequent guests including housekeepers, cleaning services, and child care providers. **NOTE: Changes in guest pass privileges must also be given to onsite office personnel by homeowner.**
- **DRIVERS** entering through the guest side must present a valid driver's license and inform guard of their destination.
- **LICENSE PLATE** information will also be recorded.

HOMEOWNER INFORMATION

Name of Homeowner(s) (please print) _____

Address (please print) _____

Home Phone _____ Are you leasing this home? _____

Office Phone _____ Length of Lease _____

Cell Phone _____

Nearest Relative Phone _____

Email Address _____

ALWAYS CALL LIST.....these homeowners will be called for every guest (except pizza-food delivery, United Parcel, Federal Express, utility workers in authorized vehicles, and landscapers) entering the subdivision through the guest gate **UNLESS** guard on duty is notified on the day of the visit or **UNLESS** guest has been issued a guest pass. **IF HOMEOWNER IS NOT AT HOME OR DOES NOT ANSWER THE PHONE WHEN CALLED, THE GUEST WILL BE TURNED AWAY.**

ALWAYS CALL **YES** _____ **NO** _____

Phone # to call for guest entry _____

Signature _____

Date _____

