

_____	Owner
_____	Renter

KEYS GATE COMMUNITY ASSOCIATION Neighborhood:

2022

UNIT ADDRESS: _____ EMAIL: _____

Primary PHONE #: _____ Secondary PHONE #: _____

In Case of Emergency Contact: _____ Phone #: _____

RESIDENT(S) NAME: _____

Owner and/or Tenant living in the unit

***Additional Occupants/Relationship:**

1. _____
2. _____
3. _____
4. _____

<u>AUTHORIZED GUESTS</u>	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

***ADD CHILDREN + AGE (living in property):**

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

IMPORTANT: **Commercial Vehicles** are not eligible to have barcodes. Commercial vehicles shall mean those which are not designed and used for customary, daily personal/family purposes. Commercial advertising on vehicles shall be indicative of a commercial vehicle no matter the size or design of the vehicle. Commercial vehicle must be stored inside an enclosed garage.

VEHICLES: (Please provide the vehicles Bar Code # that has been assigned to each CAR.)

- | | | | | | |
|---------------|-------------|--------------|--------------|-------------------|-----------------------|
| 1. Year: ____ | Make: _____ | Model: _____ | Color: _____ | Tag: _____ | Decal #: _____ |
| | | | | Bar Code #: _____ | Received Decal: _____ |
| 2. Year: ____ | Make: _____ | Model: _____ | Color: _____ | Tag: _____ | Decal #: _____ |
| | | | | Bar Code #: _____ | Received Decal: _____ |
| 3. Year: ____ | Make: _____ | Model: _____ | Color: _____ | Tag: _____ | Decal #: _____ |
| | | | | Bar Code #: _____ | Received Decal: _____ |

This form MUST be signed by homeowner and/or approved Renter(s) and Identification is required.

Signature: _____ Date: _____

For Management/Security Office Use Only:

____ Verify Settlement/Warranty Deed ____ Verify Tops/MMI Live ____ Verify Identification

Received by: _____ Date: _____ ACCT #: _____

KEYS GATE COMMUNITY SECURITY DECAL & GUARDHOUSE UPDATE FORM

Please read the instructions below and carefully fill out the form. This is necessary to ensure that the staff will be able to verify your information, update our records and expedite your decal. We request that all residents update their information annually.

*****IMPORTANT INFORMATION*****

The Following Neighborhoods are required to display a parking Decal on the driver's side windshield:

- ARBOR PARK
- CENTERGATE
- TOWNGATE

ATTENTION: Homeowner/Tenants vehicles without a current year decal are subject to immediate TOWING.

INSTRUCTIONS:

1. Complete and Submit a Decal Form. (Please make sure that the information you are providing is the information you would like in our database.)
2. A photo identification is required. (Please keep in mind only the homeowner or the approved tenant(s) will be able to pick up decal, unless prior arrangements are made with the homeowner or the approved tenant(s).)
3. All tenants must have a current approved lease.

Please submit your update form along with your identification through one of the following methods:

- Email to kgcustomers@miamimanagement.com
- Drop off or mail to the Management office: 1541 SE 12 Avenue, Suite# 37, Homestead, FL 33034.

Once the decal form is received and verified for accuracy, the Management staff will inform the Resident when they may pick-up their decal at their corresponding manned-guardhouse. Please keep in mind that upon pick up at the guardhouse, resident must show proof of identification. Each decal is assigned to a specific vehicle, please make sure that it is placed on the appropriate vehicle. Homeowners/tenant(s) are responsible to remove their old Decal and place the new Decal on the front bottom left (Driver) side of the windshield. Please make sure that it is visible. If you have tinted windows, please make sure that security will be able to see the decal at night.

