

CREEKSIDE VILLAGE EAST HOMEOWNERS ASSOCIATION COMMON AREA AUTHORIZATION FORM

For Common Area ID Cards and other Common Area Items

Homeowner Information

Property Address: _____ Account #: _____

Owner Name: _____ Phone #: _____

Mailing Address (if applicable): _____

Contact Information

Contact Name: _____ circle one: Tenant or Homeowner

Contact #: _____ Contact Email: _____

Please list all residents living within the home, including children and infants, and mark the age bracket that applies to each.	ADULT 18+ yrs of age	TEEN 16/17 yrs of age	TEEN 14/15 yrs of age	CHILD Under 14 yrs of age	Identification presented (for office use only)	Payment received (for office use only)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Guest passes (please select one)	1	2	3	4		

Please do NOT sign in the box below until items have been received

As a resident I understand by signing below I am agreeing to the following statements:

- I have received the items listed on the attached photo copies
- I am aware any lost stolen or damaged items will be subject to a replacement fee
- I am aware the items received are required at all times when using any Common Area Facilities

Resident Signature: _____ Date: _____

For Office Use Only:

	Initial	Date		Initial	Date
Form Received By			Account Verified By		
Payment Received By			Photos Taken By		
Items Create/Pulled By			Items Released By		

CREEKSIDE VILLAGE EAST HOMEOWNERS ASSOCIATION COMMON AREA AUTHORIZATION FORM

For Common Area ID Cards and other Common Area Items

Please be advised- This completed form and copy of the homeowner's ID are required for any resident to obtain Common Area ID Cards and any other Common Area Items. This form may be returned via email to Creeksideinfo@nextstepcommunities.com, or mail to Creekside Village East HOA C/O Next Step Communities, 3200 Guasti, Suite 100, Ontario, CA 91761 No residents will be able to take photos, or purchase/pick up Common Area ID Cards or other Common Area Items without this completed form.

Please review the following information:

- Common Area ID Cards-
 - Are REQUIRED for every resident of the property, including children and infants, in order to access the recreational facilities
 - ID cards and replacement ID cards cost \$5.00 per card
 - If any resident moves to a new age bracket a free age upgrade may be requested as long as the original card has not been lost, stolen, or damaged
- Guest Passes-
 - Are intended for any non-resident guest to use the pool facilities
 - Guest passes and replacement guest passes cost \$5.00 per card
 - Up to 4 are permitted per account
 - Are reusable
- Pool Key-
 - Is REQUIRED to access the spa, tennis court and restroom facilities
 - Costs \$16.00
 - One is permitted per account
- Pool Access Card
 - Is REQUIRED to access the pool facilities
 - Costs \$15.00
 - One is permitted per account

As the homeowner I understand by signing below I am agreeing to the following statements:

- Residents listed on this form have permission to obtain all Common Area Items needed for this association.
- No items will be released to any persons not listed on this form.
- Payment must be received before any items can be processed or released.
- I am responsible for the actions of my residents as stated in the HOA governing documents.
- I am responsible to inform my residents of any and all Common Area Rules, Procedures and Information listed above or in HOA governing documents.

Owner Signature: _____ Date: _____