



## New Resident Registration and Contact Information Form

This form is to provide all departments for University Park Community Association with your contact information and where you would prefer to have your mail sent. Please complete this form and return to Park Boulevard Management, Monday through Friday, 8:30am to 5pm, located at 8301 The Park Boulevard, University Park, Florida 34201, or via email to [pbm@upcai-fl.com](mailto:pbm@upcai-fl.com).

CLOSING DATE: _____	IN TOWN FOR CLOSING? YES OR NO? _____
PROPERTY ADDRESS: _____	
NEIGHBORHOOD: _____	LOT NUMBER: _____
EMERGENCY CONTACT/HOUSEWATCHER INFORMATION <i>{This is in the event PBM is unable to reach the lot owner(s) in an emergency situation}</i> :	
EMERGENCY CONTACT NAME: _____	EMERGENCY CONTACT PHONE: _____
EMERGENCY CONTACT NAME: _____	EMERGENCY CONTACT PHONE: _____
ALARM INFORMATION (if applicable): _____	WILL YOU BE RENTING/LEASING THIS HOME (circle one):    Yes    No
ALARM COMPANY NAME: _____	ALARM COMPANY PHONE: _____

***It is important that we have contact information for anyone who will be listed on the Warranty Deed.***

OWNER NAME: _____
HOME NUMBER: _____
CELL NUMBER: _____
EMAIL: _____

ADD'L OWNER NAME: _____
HOME NUMBER: _____
CELL NUMBER: _____
EMAIL: _____

**ALTERNATE ADDRESS INFORMATION** *{Please complete this box only if you have an alternate address to where the association should send its official notices}*

**Please select one or both of the following options:**     Mail to the address below as of closing     This is my/our only mailing address

ALTERNATE ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

ALTERNATE PHONE(S):    1. \_\_\_\_\_    2. \_\_\_\_\_

**NAME(S) OF OTHERS IN HOUSEHOLD** *{“Gate access user rights” will allow this member of your household to add guests & vendors to your guest list}*

Name: _____	Email: _____	Cell Phone: _____	Gate Access User Rights (Y/N) _____
Name: _____	Email: _____	Cell Phone: _____	Gate Access User Rights (Y/N) _____
Name: _____	Email: _____	Cell Phone: _____	Gate Access User Rights (Y/N) _____

### PERMANENTLY AUTHORIZED PERSONS

This section refers to those persons for whom you would like to provide permanent authorization to visit you at any given time OR on a restrictive basis **WITHOUT THE GATE ATTENDANT CALLING FOR APPROVAL** (i.e., relatives, close friends, contracted vendors, etc.)

**Please note:** Service visits are limited to Monday through Saturday, 7am to 6pm. **NO SUNDAY SERVICE VISITS.**

**Gate attendant will not call the residence when admitting authorized guests.**

Last name	First name	Company	Permanent access <i>{yes or no}</i>	If restrictive, please list days/times

***Please note:*** With regard to security/alarm system and emergency contact, the association is not undertaking any responsibility or liability to owner’s security/alarm system or dealing with emergencies on owner’s behalf. This information, however, can be helpful in the event the association wishes to assist in notifying the pertinent parties in case of a continuously ringing alarm or inappropriately flashing security light.



Permanently authorized persons continued

Last name	First name	Company	Permanent access <i>(yes or no)</i>	If restrictive, please list days/times

**VEHICLE INFORMATION:**

*{Each lot may request up to two complimentary RFID decals using this form; requests for additional RFID decals must be made using a separate form}*

	YEAR	MAKE	MODEL	COLOR	PLATE NO. & STATE	DECAL NO. <i>(PBM will assign)</i>
Vehicle no. 1						
Vehicle no. 2						

**Vehicle Registration & Warranty Deed MUST be provided before a RFID decal can be issued, or at the time of issuance.**

**WARNING!!! GATE ALLOWS ONE VEHICLE AT A TIME**  
*(Do not tailgate, as gate recycles and it may strike and damage your vehicle)*

**Decal Policy** - The following policy was approved by the community association on May 1, 2014

The undersigned understands and agrees that applicant and any other individuals listed on this form shall comply with the rules and regulations of University Park Community Association, Inc. ("UPCAI"). ***Applicant agrees to keep the association updated with vehicle and registration information in the event of any change.*** If the applicant wishes to terminate the decal for any particular vehicle, the applicant must provide written notice to UPCA, 8301 The Park Boulevard, University Park, Florida 34201. It is estimated that any termination will request a minimum of seventy-two (72) hours' notice. Efforts to either grant or terminate a vehicle's decal are made as an accommodation to the applicant, and the association shall have no liability to any person for any injury or loss sustained as a result of granting or denying access to UPCA. All use of the access gates is made in accordance with the Declaration of Covenants, Conditions and Restrictions ("CCRs").

**Please read and initial the section below and then sign and date below the rules & regulations.**

\_\_\_\_ LOT OWNERS: Lot owners may request up to two decals at no charge. **Additional decals may be purchased for \$26 each** by providing a separate request form with the vehicle registration. Each decal is registered to a specific vehicle. When obtaining more than one decal, please be sure that you complete a request form for each vehicle. Lot owner decals are activated for a term of five (5) years, at which time they will automatically deactivate unless renewed by providing a copy of the vehicle's current registration to PBM.

**VEHICLE DECALS - RULES & REGULATIONS**

Decals are to be affixed to the vehicle to which they are assigned by PBM staff & are non-transferable. Removal of a decal will de-activate the code and a new decal will be required. Decals should be kept clean and free of scratches or other damage. If your car is professionally waxed, build-up may occur, diminishing the operation of the sticker. Build-up can be gently removed with Dawn liquid dish soap. ***If your vehicle receives a new license plate, it is your responsibility to provide PBM with a copy of the new vehicle registration.*** Failure to do so may result in the deactivation of your decal. **WARNING: GATE ALLOWS ONE VEHICLE AT A TIME!** Gate arms operate with LED lights & only allow entry for one vehicle at a time. When gate arm is in full upright GREEN position, your vehicle is cleared to pass through the barrier. **DO NOT TAILGATE!** The gate arm lowers after each vehicle & the LED lights change to RED to notify the next driver that they are **not** clear to enter. Failure to allow the gate arm to fully recycle may cause it to strike and damage your vehicle. Any resulting damage to gate or vehicle is the responsibility of the vehicle owner.

By signing below, I acknowledge that I have read, understand and will abide by all Rules & Regulations set forth herein. I understand that any deviation thereof may result in losing the privilege to have a decal on my vehicle.

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Date

***Please note:*** With regard to security/alarm system and emergency contact, the association is not undertaking any responsibility or liability to owner's security/alarm system or dealing with emergencies on owner's behalf. This information, however, can be helpful in the event the association wishes to assist in notifying the pertinent parties in case of a continuously ringing alarm or inappropriately flashing security light.