

# 2700/2800 Stone Cliff Condominium Assn, Inc.

## Entry Code Request Form

This form is to be completed if you have **EVER** given your door/gate entry code to someone other than your immediate family, or **if you wish to change your entry code** for any reason. Once you've completed this form and a new code is confirmed to you by Tidewater Property Management, please provide your new code **ONLY** to your family members.

This form is also for those who would like **a special purpose code**, such as for a housekeeper, contractor, pet attendant, etc. You can request a new code every time you schedule work in your unit, or any time your service personnel are changed.

**Full Name(s) of Homeowner(s):** \_\_\_\_\_

**Full Address (including unit #):** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email(s):** \_\_\_\_\_ **Requested 4-digit code (if available): #** \_\_\_\_\_

**Is this?** ☐ A New Code ☐ A Replacement for existing Code # \_\_\_\_\_

**Who is this code for? \***

- |                                                      |                                            |
|------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Self (and immediate family) | <input type="checkbox"/> Pet Attendant     |
| <input type="checkbox"/> Housekeeper                 | <input type="checkbox"/> Contractor: _____ |
| <input type="checkbox"/> Nurse                       | <input type="checkbox"/> Other: _____      |

*\* If this code is for "Self", the code will be active 24-7 at the front door entrances of both buildings, the garage door entrance/exit of your building, and all community gates. Note that this new code will replace any previous code you were using; your previous code will no longer be active. If this code is NOT for "Self", it will be active **ONLY** at the front door entrance of your building unless otherwise requested in the Special Instructions section below.*

**Day(s) which code should be active (please check or circle):**

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

**Time(s) when code should be active:** \_\_\_\_\_ AM / PM -to- \_\_\_\_\_ AM / PM

**Expiration date for the code:** \_\_\_\_\_ (if applicable)

*If you are unsure of the expiration date at the time you complete this form, please be sure to notify Tidewater Property Management as soon as the code is to be expired (if applicable).*

**Special Instructions:** (every other week, both buildings, garage/gate also, etc): \_\_\_\_\_

**Please return the completed form by one of the following methods:**

<b><u>US Mail:</u></b>	Tidewater Property Mgmt Attn Marie Saar 3600 Crondall Ln, Suite 100 Owings Mills, MD 21117	<b><u>Email:</u></b>	<a href="mailto:msaar@tidewaterproperty.com">msaar@tidewaterproperty.com</a>
		<b><u>FAX:</u></b>	443-548-0196

You will be contacted when your code is activated.