

# Lakes at Highland Glen

## RESIDENT INFORMATION FOR GATE ACCESS

Please fill out the form below completely to ensure gate access for all family members. Please note that the first 2 gate remotes are free and will be sent to you via mail once the form is completed and emailed to [signatureamlc@gmail.com](mailto:signatureamlc@gmail.com) our office along with a copy of the top portion of your closing statement (this document shows that you are the owner of the home). The cost for any additional remotes is \$25.00 per remote and you must submit a check or money order made payable to Lakes at Highland Glen which should be mailed to Highland Glen C/O Signature Association Management P O Box 218194, Houston, TX 77218-8194 along with a completed form. Also your remotes may be pick up from the offices of Signature Association Management located at 16225 Park Ten Place, Suite 500, Houston, TX 77084, Monday through Thursday 8 AM to 4:30 PM and Friday 8 AM through 4 PM. Once this form is received, your gate remotes and phone number will be entered into the system and the remotes will be sent to you via regular mail.

Resident #1 Name \_\_\_\_\_

Resident #2 Name \_\_\_\_\_

Property Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Name to Appear at Gate \_\_\_\_\_

Phone Number, Used to open the Gate \_\_\_\_\_

4 Digit Code to Open the Gate \_\_\_\_\_



### FOR OFFICIAL USE ONLY

Date Received \_\_\_\_\_

Gate Code Issued \_\_\_\_\_

Remote Number(s) ID Number \_\_\_\_\_

Date Issued \_\_\_\_\_