



Change of Occupancy/Lease Notification Form

Please complete the information below for any change in residential occupants within Sweetwater that is NOT due to a change in ownership. Per the Deed Restrictions, the board must be notified whenever there is a occupant change due to leasing a residence, new residents moving in, residents no longer residing in Sweetwater. This is for the purpose of granting and maintaining gate access and access codes and for security notification. Please allow two week for your request to be processed.

Part 1 - Property Owner			
First Name:		Last Name:	
Sweetwater Property Address:			
For security purposes, please provide contact Info for receiving updates and alerts pertaining to your Sweetwater property:			
Mailing Address:			
City:		State:	Zip:
Phone:		Cell:	
Email:			
Sweetwater Family Code:		<input type="checkbox"/> Remain Active	<input type="checkbox"/> Terminate
Sweetwater Gate Remotes (please list disposition of ALL gate remotes provided for this Sweetwater property) ¹			
Transmitter # ²	Owner Retains	Transferred to New Occupant	Deactivate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2 - Occupant			
Access Request Type:	<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Remove
Effective Start Date	Effective End Date:		
First Name:	Last Name:		
Phone:	Cell:		
Email:			
Sweetwater Family Code:	<input type="checkbox"/> Create	<input type="checkbox"/> Terminate	<input type="checkbox"/> Change
Sweetwater Gate Remotes:			
NEW ³ :	Quantity Requested:		
REMOVE:	<input type="checkbox"/> ALL	<input type="checkbox"/> Transmitter(s) #	
CHANGES:	Transmitter #	Transferred From	Transfer To:

Owner Signature: _____ Date: _____ Print Name: _____

Send your request to security@sweetwaterhomes.org, drop it in the community mailbox below, or give to any board member. This form and current board member information is available on our website below. Thank you!

FOR BOARD USE ONLY

Completed BY: _____ DATE: _____

¹ Any transmitter number assigned and not listed will be assumed lost and deactivated
² 5 digit code on back of remote preceded by Tr# can also be found on sticker inside battery compartment of remote
³ Remote Clickers are sold at cost (approximately \$40.00). After receiving your clicker and invoice, make check payable to "Sweetwater Homeowners Association" with "gate remote and your transmitter number" in the memo field and put it in the community mailbox or mail to our address below.