

RESIDENT VEHICLE DECAL REQUEST FORM

Only one decal will be issued for each vehicle registered at the address. Decals will not be issued to commercial vehicles without the Board of Directors permission. Only residents or owners with valid verification will be issued decals. First time residents receive decals at no charge with valid documents.

To receive a decal, you will need to submit a driver's license(s), current vehicle registration(s), and license plate number(s) prior to the decal being issued. **TENANTS MUST PROVIDE 1ST PAGE OR PAGES OF THEIR LEASE THAT SHOW THE NAMES OF OCCUPANTS AND PROPERTY ADDRESS.** New owners will need to make a copy of their closing papers showing transfer of property. In order to receive a decal for a company-owned vehicle with no company markings on the vehicle, a letter on company letterhead stating you are the sole driver of the vehicle must accompany your request. If the vehicle is leased, a copy of the lease agreement must accompany your request.

Return all decals and proximity cards to the property owner or property manager if leasing or to the guardhouse with the decal taped on a piece of paper with the address of the property if you are moving from the property. There is a \$25.00 replacement fee for all lost or unreturned decals or proximity cards.

If a replacement decal is needed tape the old decal onto this application or a piece paper with the property address to receive a new decal at no charge. For windshield replacements a copy of the receipt needs to be submitted, a new vehicle will need a copy of the new vehicle registration. If a decal is needed without replacement you may drop the above information off with your check or money order made **payable to Park Recreational Development** at the guardhouse in a sealed envelope addressed to Whitney Williams, with IMC Charleston.

The decal must be affixed to the inside of the driver's window above the dashboard away from any window tint. It is to be used on the car for which it is issued. Decals cannot be transferred from one vehicle to another. Any violation of this procedure may result in immediate loss of decal privileges.

Name of Owner/Tenant: _____

Physical Address: _____

Mailing Address: _____

Home or Cell Phone: _____ Business Phone _____

Email Address: _____

Gate Access Device Numbers _____

-----For Office Use-----

Name Issued To	Vehicle Make/ Model/Color/Year	License Tag Number/State	Tenant or Owner	Issue Date	Decal Number



PROXIMITY CARD OR REMOTE REQUEST APPLICATION

Date of Request: _____

Name of Owner/Tenant: _____

Address of Property: _____

Telephone Number: _____

Email Address: _____

Proximity cards are \$25 each. Remotes are \$50 each. *Checks are to be made payable to Park Recreational Development.*

This application and a check can be dropped off at the Guardhouse in an envelope addressed to Gate Services.

If the proximity card or remote is lost or stolen please email Marieke@imcchs.com or call the Management office to have it deactivated. It can be reactivated if located.

Signature of resident requesting gate access device: _____

FOR OFFICE USE ONLY

Card/Remote Number(s): _____

Date remote entered/activated: _____ Remote assigned by: _____



UPDATE TELEPHONE ENTRY SYSTEM APPLICATION

Date of Request: _____

Name of Owner/Tenant: _____

Address of Property: _____

Telephone Number: _____

Email address: _____

Please do not hide _____ hide _____ my name in the keypad.

Only *one entry per household* is available. The system accepts long distance numbers, landlines, and cell phones.

The purpose of the gate is to deter unauthorized people from entering the property.

How to use the system: You will be assigned a three-digit access number and it will be emailed to you. When a visitor comes to visit you after guard hours, they will press your assigned number into the key pad. Your phone will ring, when you answer your phone you will hear your guest and your guest will hear you. After you confirm you want to allow access to this person, press 9 on your phone. The arm will raise and the gate will open. If you do not wish to allow access hang up your phone.

Please give the system a practice run before depending on it. Do not open the gate to strangers. Remember, you are responsible for the actions of anyone you let in the community. The keypad software records all cards/remotes/keypad entries that are being used and the surveillance cameras record vehicles entering and leaving the property.

A few of our T-Mobile residents have had difficulty getting the system to work with their phones. The tech at DoorKing has said that you would want to call your phone's tech support and tell them it has to do with the DTMF setting. They have suggested calling tech support instead of the store if you have that option.

By signing this request, I agree that I have read and understand the responsibilities of the use of the gate access policy and procedures guide.

Signature of resident requesting update: _____

-- FOR OFFICE USE ONLY --

Date Completed: _____ Number assigned: _____ Completed by: _____

06/01/18

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