



# Access Control Technologies

1028 West Washington St. Orlando, FL 32805

(407) 422-8850

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Attn: SPS-Programming Department

## Information Form

**ACT CAN NOT ACCEPT RESIDENT PHONE CALL REQUESTS**

Date: \_\_\_\_\_

Full Property / Community name: \_\_\_\_\_

Generating party contact name: \_\_\_\_\_

Generating party phone number: \_\_\_\_\_

Homeowner's Name (**NAME TO BE ENTERED ON DISPLAY**)

(Last Name, First Initial): \_\_\_\_\_

(Last Name, First Initial): \_\_\_\_\_

Lot Number: \_\_\_\_\_

**Personal Entry Code (4 digits):** \_\_\_\_\_

Phone Number including area code: \_\_\_\_\_

**(NO LONG DISTANCE, CELLULAR PHONES OR DIGITAL PHONES)**

**Gate Remote Controllers, Laser Labels, or Gate Card Serial Number(s) (5Digits):**

\_\_\_\_\_

Is this a new home?  Yes  No

If not, is the previous owner to be removed?  Yes  No

Previous owner's name: \_\_\_\_\_

Previous owner's access code: \_\_\_\_\_

Previous owner's remote, laser label, or gate card numbers:

\_\_\_\_\_

Please check this box if you **do not want your name on the gate roster**:  (Note: If your name is not on the gate roster, unexpected visitors will not be able to gain access to community.)

**Additional notes for SPS Maintenance or Autolock Schedule Requested**

\_\_\_\_\_

\_\_\_\_\_

**All entries received prior to 2:30 pm will be entered that day. All others will be entered the next business morning.**