

**LAKE CHARLES  
GUARDHOUSE RESIDENT ACCESS INFORMATION**

(PLEASE PRINT CLEARLY)  
(UNAUTHORIZED GUEST MUST BE CALLED IN)

EFFECTIVE DATE: \_\_\_\_\_ INITIAL INPUT ( ) UPDATE ( ) CHOOSE A 4-DIGIT PIN # \_\_\_\_\_

YEAR ROUND RESIDENT ( ) PART TIME RESIDENT ( ) TENANT ( ) OWNER ( )

LAKE CHARLES ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

LOCAL RESIDENT PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PLEASE LIST ALL OCCUPANTS LIVING IN HOME, INCLUDING TENANTS, CHILDREN, FAMILY, ETC.**

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

**PERMANENT AUTHORIZED GUESTS (ENTRY WILL BE GRANTED W/O CALLING RESIDENT/HOMEOWNER**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

HOUSEKEEPER: \_\_\_\_\_ POOL SERVICE: \_\_\_\_\_

OTHER: \_\_\_\_\_ OTHER: \_\_\_\_\_

**PROX CARD INFORMATION: (SMALL WHITE CARD USED FOR POOL ENTRY & FRONT GATE ENTRY-FOR USE FROM 12 AM - 6:30 AM)**

PROX CARD #: \_\_\_\_\_ PROX CARD #: \_\_\_\_\_

**VEHICLE INFORMATION:**

VEH 1 - MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG: \_\_\_\_\_ \*TRANSPONDER #: \_\_\_\_\_

VEH 2 - MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG: \_\_\_\_\_ \*TRANSPONDER #: \_\_\_\_\_

VEH 3 - MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG: \_\_\_\_\_ \*TRANSPONDER #: \_\_\_\_\_

\*TRANSPONDER - THE SMALL BLACK PLASTIC ENCASEMENT THAT IS PUT ON YOUR CAR'S WINDSHIELD FOR GATE ENTRY.

**OFFICE USE ONLY:**

APPROVED FOR ENTRY: ( ) YES - BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_