



Lake Heather Estates

Instructions

This form can be filled out on-screen. Please type your contact information for the gate attendants and the HOA Board in the event of an emergency or other need. **After completing this form, print it and give it to the guard at the guardhouse. Information will not be saved in the form when closing or exiting the on-screen form.**

Homeowner Contact Information

Last Name: _____ First Name(s): _____ Lot: _____

Address: _____, Hoover, AL 35242

Primary Phone #: _____ **The primary phone number is used for calling you when a visitor arrives at the gate.**

Other Phone #'s: _____

Email: _____

Please Print or Type only ONE email address. This address will be used for official LHHH communication. If more than one email address is entered, only the first email address will be used for LHHH communication.

In the event of a Health Emergency, contact: (Optional)

	<u>Name</u>	<u>Phone Number(s)</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

In the event of a Fire or Police Emergency, contact: (Optional)

	<u>Name</u>	<u>Phone Number(s)</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Your Guidelines for Gate Attendants

For all delivery persons who say they're coming to my house (excluding the regular daily mail carrier): *(check only one box)*

- I want the guard to call me first.
- or*
- Let them in without calling me up until _____ p.m., but between then and _____ a.m., call me first.

If a delivery service offers to leave a delivery at the guardhouse for me: *(check only one box)*

- I hereby authorize that.
- or*
- I do not want deliveries left at the guardhouse for me.

If you have other, or additional, instructions about delivery persons saying they're going to your house, please write your instructions below.

Last Name: _____

**Please Check
Only One Box**

Do not allow entry to anyone wanting to come to my home without calling me and receiving permission on a visit by visit basis.
or _____ *or* _____

Allow entry for the following persons at any time without calling me, but call for approval for everyone else on a visit by visit basis.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____