

ASSET PROPERTY MANAGEMENT, INC.

8318 JONES MALTSBERGER, SUITE 121 • SAN ANTONIO, TEXAS 78216

TEL.: (210) 342-1181 • FAX: (210) 349-4477

WWW.A-PM.COM

ACCESS GATE PIN CODE ADDITION OR CHANGE FORM

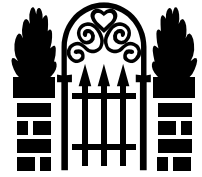
(For New Owners/Residents Needing a Code
and for Existing Residents/Owners needing to Change their Code)

Dear Owner/Resident: If you are new to a gated community managed by Asset Property Management, Inc., please complete the following so that we may program your new 4-digit pin code for access into the community. If you are an existing Owner/Resident and need to change your gate code, please complete this form and fax or mail it to Asset Property Management, Inc. ***It is important that you read the gate information provided on the following page.***

Date:	
Association/Community Name:	
Your Address in the Community:	
Are you an Owner or Renter? <input type="checkbox"/> Owner <input type="checkbox"/> Renter If you are a Renter, provide Owner's info below:	
▪ Owner's Name _____	
▪ Owner's Address: _____	
▪ Owner's Contact Number: _____	
▪ Your Home Telephone Number: _____ - _____	
Cell or other phone numbers will not work for gate programming purposes. We must have the HOME phone number in order to program your PIN code.	
Print your and your spouse's/partner's full name to appear on the gate system directory (we may have to abbreviate based on limited field space) PRINT LEGIBLY!!!	
Your First Name: _____ Last Name: _____	
Spouse/Partner's Name: _____ Last Name: _____	
Pick <u>ONE</u> 4-digit pin code for your household. In the event your first choice is in use by another resident, provide an alternate PIN code:	
Choice #1 for PIN Code: _____ Choice #2 for PIN Code: _____	
Provide the prior Owner's/Resident's Name so that it can be deleted from the gate system and replaced with your information. Most access gates have limited memory capacity, so this information is very important!	
Past Owner's/Resident's Name: _____	
OFFICE USE ONLY:	
Directory Code Assigned: _____ PIN Code Assigned: _____	
Code Programmed by (initials) _____ on (date) _____.	
When complete, file this form in the address file for the community.	

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IMPORTANT ACCESS GATE INFORMATION

Please be reminded that gate systems are “limited access gates,” NOT security gates! Neither Management, the Association nor the limited access gate system can guarantee the security/safety of your family, your vehicles, home or personal property.

- **PIN CODES:** Asset Property Management, Inc. (APMI) handles programming of your gate PIN code, which is also referred to as your “entry code.” The PIN code consists of a 4-digit number that you provide, and once programmed, should not be given out to anyone except immediate family members. When you arrive at the gate, simply enter your PIN code number followed by the “#”. The gate should open in moments.
- **SERVICE COMPANIES & GUESTS TO THE PROPERTY:** Your guests and service vendors gain access by entering the “directory code” provided next to your name on the gate directory. (The directory code is NOT the same as your PIN code.) When a visitor enters your assigned directory code, your home phone will ring. After you acknowledge the caller, you simply press “9” to open the gate, or hang up to deny access. You, in essence, control whether or not that individual enters the property. If you arrange for service companies/individuals to service your home, it is your responsibility to arrange for that person’s/company’s entry into the community.
- **PEDESTRIAN GATES:** If your gated community has a pedestrian gate, the access code is either 1234* or 4321*. This will unlock the pedestrian gate for entrance and exit access. Some communities may require that you obtain a key in order to exit or enter the pedestrian gate, and other communities may have a different pedestrian gate code. Please call our office for information.
- **GATE REMOTES/TRANSMITTERS:** Depending upon which community you reside at, you may purchase a gate remote/transmitter at your expense. Please call our office for the cost, and to see if the property has any in stock. You may pay for a remote/transmitter via check, cashier’s check or money order as we do not accept cash. Make your acceptable form of payment payable to the Association in which you reside. You will be required to provide proof that you reside in the Association before we can sell you a gate transmitter. Neither APMI nor the Association is responsible for your remote—whether used, damaged, lost or stolen, and regardless of when you purchased your remote. Warranties are not implied nor given—remotes are sold “as is.” Neither APMI nor the Association has any control over the shelf life of the remote. Transmitter battery replacement is the responsibility of the owner. Should you sell or rent your home, neither APMI nor your Association buys back remotes. You may either sell or give your remote to the next homeowner or your renter. Do not leave your remote in plain view inside your vehicle—especially inside an unlocked vehicle. If it’s stolen, the thief might use the remote to gain access into the community.
- **GATE MALFUNCTIONS, DAMAGE, & VANDALISM:** Should you experience any gate malfunctions, please call APMI right away. Do not assume that somebody else has called in the malfunction. If you observe anyone damaging or vandalizing the gate system, please immediately notify the police followed by APMI. Please provide as much information as possible (vehicle make/model/color/description/license plate data) to both the authorities and APMI.