

# Rancho Reina Homeowners Association

C/O VISION COMMUNITY MANAGEMENT  
16625 S DESERT FOOTHILLS PKWY  
PHOENIX, AZ 85048  
(480) 759-4945 FAX (480)759-8683  
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## GATE DIRECTORY UPDATE FORM

### Code Update for Homeowner

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot/Unit #: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*Phone number must be local for gate to dial.

Chosen Gate Code: \_\_\_\_\_

### (IF APPLICABLE)

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**Please note, codes will not be released to tenants or management companies without written homeowner authorization on file.**

### Code Update for Tenant or Property Manager

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot/Unit #: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*Phone number must be local for gate to dial.

Chosen Gate Code: \_\_\_\_\_

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### HOMEOWNER ACKNOWLEDGEMENT

Codes must not be given out to guests/vendors. Please have all guests and vendors use the gate's call box to request access.

Signature of Person Receiving Code: \_\_\_\_\_ Date: \_\_\_\_\_

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### (OFFICE USE ONLY)

Code Assigned: \_\_\_\_\_

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