



# SECURITY DATABASE UPDATE FORM – FOR RENTERS

Building Number \_\_\_\_\_ Unit Number \_\_\_\_\_ Owner’s Signature \_\_\_\_\_

Renter Information 1st Key Card or Fob # \_\_\_\_\_ 2nd Key Card or Fob # \_\_\_\_\_

Renter Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Renter 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_ State \_\_\_\_\_

Barcode Number affixed to Renter Vehicle \_\_\_\_\_

Co-Renter Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Co-Renter 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag \_\_\_\_\_ State \_\_\_\_\_

Barcode Number affixed to Co-Renter Vehicle \_\_\_\_\_

### Renter Extra Phones Information (for work or other phones)

Additional 10 Digit Phone Number \_\_\_\_\_ Additional 10 Digit Phone Number \_\_\_\_\_

*(The Key Card or Fob Numbers requested under Renter Information are the ones the owner supplied.)*

### Owner Information Section All collected data will become part of the Owner’s data record. Is

the unit under lease agreement? ( ) Yes ( ) No Please initial here \_\_\_\_\_

If under a Bona Fide Lease Lease Start Date \_\_\_\_\_ Lease End Date \_\_\_\_\_

Name of HIW Property Owner (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Primary 10 Digit Phone Number \_\_\_\_\_ Email \_\_\_\_\_

*(The association will use the above information to contact the owner to obtain their information to ensure that both their and your valid barcodes continue to operate in the new system.)*

### Emergency Information (In the event of a building emergency)

Is there anyone who would need special assistance? ( ) Yes

Is there anyone who should be contacted to coordinate assistance? ( ) Yes

Name \_\_\_\_\_ 10 Digit Phone \_\_\_\_\_

