



# PROVIDENCE

## Tenant Access Card Request

### Checklist for Access Cards:

- Access Card Fee of \$30 per card (Attached)
- Lease Agreement: Only need pages that state Landlord Name(s), Lessee Name(s) and any other fulltime occupants, Property Address, and Lease Term Dates.
- One (1) Group Photo of Permeant Household Members
  - Group photo will be printed onto access card(s).
  - Anyone listed as an occupant on the lease must be in the group photo.
  - Number of occupants listed on the lease must match the number of people in the photo.
  - All faces must be seen in photo. No hats or sunglasses.

**Please send everything all together to [leasing@providencehoa.com](mailto:leasing@providencehoa.com).**

**Incomplete applications will not be processed and access cards will not be made.**



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# Access Card Information

Property Address: \_\_\_\_\_

## ADULTS (18 Years and Older)

Primary Tenant: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Tenant #2: \_\_\_\_\_

Tenant #3: \_\_\_\_\_

Tenant #4: \_\_\_\_\_

Tenant #5: \_\_\_\_\_

Tenant #6: \_\_\_\_\_

## CHILDREN (Under 18 Years of Age)

Tenant #1: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #2: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #3: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #4: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #5: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #6: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #7: \_\_\_\_\_ DOB: \_\_\_\_\_

Tenant #8: \_\_\_\_\_ DOB: \_\_\_\_\_

# Access Cards

## Credit Card Authorization

Today's Date: \_\_\_\_\_

Providence HOA Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ CCV: \_\_\_\_\_

**Access Cards are \$30 per card.**

Please mark how many access cards you would like to purchase:

\_\_\_ 1 (\$30) \_\_\_ 2 (\$60) \_\_\_ 3 (\$90) \_\_\_ 4 (\$120) \_\_\_ 5 (\$150)

I authorize Providence HOA to charge the amount marked above to my card information provided for Access Cards.

Signature: \_\_\_\_\_



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