

Altona Village Property Owners Association
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 Altona Village, Altona Boulevard
 Worcester 6850
 Email: altonavillagehoa@gmail.com



**NON - RESIDENTS' ACCESS APPLICATION
 (VISITORS STAYING LONGER THAN 5 DAYS)**

OWNER OR RESIDENT:

Surname:	
Name:	
Altona Village address:	

I hereby apply to the Association for automatic gate access to the following person. I confirm that I am aware of the conditions (*PTO) applicable to this non-resident, should the Association approve this application. I, by my signature hereto, accept liability for any damage arising because of my visitor being granted access to the estate.

Signature of registered Owner / Resident..... **Date**

Visitor Details (complete in full): Visiting from (date) _____ to (date): _____

Title (Mr, Mrs, Miss)	
Name	
Surname	
Home address	_____ _____ _____
ID or passport number	
Cell phone number	
E mail address	
Location of house: street	
Vehicle registration number	(for automatic gate access)
Vehicle make and color	
Your emergency tel no	
Next of kin - first name/surname	
- relationship	
Next of kin's emergency tel no	



Conditions of Registration

1. A copy of the visitor or non-resident's driver's license must be held on file, and I have now attached a copy.
2. I acknowledge and accept that the Association will be entitled to invalidate and/or cancel any access issued,
 - a) On the basis of incorrect information provided by me,
 - b) In the case of outstanding levies, or,
 - c) Not adhering to the Estate Rules, I may also be liable for a fine at the discretion of the HOA.
3. I confirm that the visitor or non-resident is familiar with the Estate Rules and has sign a copy the Estate Rules Declaration of acceptance and I have now attached a copy.
 - 3.1 IF NOT, the applicant will not be registered unless an arrangement has been with Estate Manager.

6. The motivation for this application is as follows;

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Applicant's signature Date

For manual completion when registering on the Access System

Applicant name (please print) (As per lines 3 - 5)

Applicant signature Date

Registration Done by Date

Information Confidentiality of HOA will ensure that unsolicited mail will not be forwarded to Residents/Homeowners who have indicated that they do not wish to receive such messages, either in general or about a specific project resulting directly from it. The HOA will always take the most stringent precautions to protect the security of sensitive data provided to HOA by all residents/homeowners and any personal information provided to us will never be used for subsequent non-research purposes like fundraising, list building, credit rating, direct marketing, etc.