

**TERRACES ON MEMORIAL
GATE ACCESS FORM**

Terraces on Memorial is a gated community which requires the use of access codes, gate remotes, or EZ tags in order for residents and visitors to enter the community. **All residents** should have a name listed in the gate keypad directory for visitors, guests, contractors, etc. to request access. Each resident will be assigned at least one 4-digit personal access code (for use when residents might not have a gate remote or are not in a vehicle with a HOA registered EZ tag).

In an effort to assure the accuracy of the gated access control system database, each household is required to complete this form in its entirety. It is essential that this form be completed and returned to Crest Management and/or the HOA. Please be advised, if you fail to return this form, you may experience difficulties with gate access. Please print clearly.

Resident Name: _____
Email: _____
Are you a tenant? No ___ Yes ___ If you are a tenant, list name of property owner: _____
Property Address: _____
Phone Number for Gate Access Directory Listing: _____
Other Daytime Contact Phone Number: _____
Additional Person to be listed in the gate access directory (if different from resident name above):
Name: _____ Additional Phone # for Gate Access Directory: _____

Please indicate the number of personal access code(s) you require (please circle one): 1 code or 2 codes
Do you wish to receive your code(s) via email? Yes _____ No _____

For Crest Use Only: 4-digit access code(s) assigned by Crest 1st code _____ 2nd code _____

The EZ Tag readers will work with Harris County Toll Road Authority (HCTRA) toll tags, as well as TxTags. In order to register your existing tags, we will need the numbers following "HCTR" on Harris County Tags or following "TEX" on TxTags (printed above bar code). If you have a License Plate Tag the number is located on the back of the tag. It will need to be removed from the license plate in order to see it. In the case of a license plate tag, it may be easier to request your tag number from HCTRA. They can be reached at 281-875-EASY (3279). This information can also be found on your EZ tag account information online.

List the Vehicle Make and Model and the HCTRA or TEXAS Tag number for that vehicle:

1. HCTRA/TxTag # _____	Vehicle Make & Model: _____
2. HCTRA/TxTag # _____	Vehicle Make & Model: _____
3. HCTRA/TxTag # _____	Vehicle Make & Model: _____
4. HCTRA/TxTag # _____	Vehicle Make & Model: _____

Community issued EZ Tags may be purchased if you do not currently have a HCTRA/TxTag. The cost for a community EZ Tag is \$30.00. Please indicate below if you would like to purchase a community EZ Tag. Community issued EZ Tags are available for pick up at the Crest Management office. Please make checks payable to Terrace on Memorial H.O.A. **Please note that a vehicle cannot use both a HCTRA EZ tag and a community issued EZ tag – do not place multiple tags on a vehicle.**

Yes, I would like to purchase a community EZ Tag. List how many community EZ tags you wish to purchase: _____
Please note that community issued EZ tags are NOT for use on area toll roads.

Residents wishing to continue using their current entry gate remote(s) must provide the 5-digit code on the back of each of their remotes:

1st Remote _____ 2nd Remote _____ 3rd Remote _____

Completed form may be returned to: Crest Management
17171 Park Row, Suite 310
Houston, TX 77084
(281) 579-7062 FAX

Or you may scan the completed form and return via email to our Crest property manager:
Cindy B, cindyb@crest-management.com or send directly to the HOA at hoa@terracesonmemorial.org