

**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 may not have a gate remote or are not in a vehicle with an EZ tag registered with the HOA).

To ensure the accuracy of the gate access 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. Failure to return this will result in difficulties with gate access to the community. >>>> **Please print info clearly and legibly** <<<<

Resident Name: _____

Email: _____

Property Address: _____

Are you a tenant? No ___ Yes ___ Tenants, list name of property owner: _____

Phone Number for Gate Access Directory: _____

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 "HCTRA" or "MTAH" 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). Toll tag numbers can also be found on your EZ tag account information online.

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

- 1. HCTRA/MTAH/TxTag # _____ Vehicle Make & Model: _____
- 2. HCTRA/MTAH/TxTag # _____ Vehicle Make & Model: _____
- 3. HCTRA/MTAH/TxTag # _____ Vehicle Make & Model: _____
- 4. HCTRA/MTAH/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/MTAH 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 with entry gate remotes provided in the past (from sellers or landlords) may need to provide the 5-digit code on the back of each of their remotes (code may be listed inside the remote casing). Remote devices purchased currently from Crest will be programmed for the gates at the time of purchase.

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

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

Or you may scan the completed form and return via email to our Crest assistant community manager:

Kisha@crest-management.com or send directly to the HOA at hoa@terracesonmemorial.org