

INSTRUCTIONS

- 1) Complete, sign and date the Transponder Application. All transponder tags will cost \$25 each and tenants will be required to pay \$25 for each transponder.
- 2) Please enclose a copy of the current vehicle registration for each vehicle with the Transponder Application.
- 3) Tenants must provide a copy of the first page of the rental agreement showing the rental commencement and termination dates, along with the signature page of the rental agreement. The homeowner's signature on the lease agreement is mandatory.
- 4) Please include any required documentation and additional information, i.e. explanation of exceptions.
- 5) Please include payment for the transponders registered to the residence on the Island. Please attach an additional transponder application for each additional vehicle. Make a check payable to Westlake Island Property Owners Association in the package you submit. Incomplete applications will not be processed
- 6) Please review and sign and date the Transponder Agreement and include in the documents to be returned. No transponders will be issued without a signed agreement and a completed application for each transponder.
- 7) Scan and E-Mail your completed application and necessary documentation to jennie@emmonsco.net or mail in accordance with point 8 below.
- 8) If you do not want to scan and email or are including a check transponder tags then please mail your completed application along with necessary documents to Emmons Company, 1 Boardwalk, Unit 102, Thousand Oaks, California 91360.

TRANSPONDER APPLICATION

HOMEOWNERS or TENANTS

Name: _____ Date: _____

Address: _____

Homeowner _____ or Tenant _____

___ A copy of the current vehicle registration(s) for each vehicle

___ Please enclose \$25 for each RFID.

___ Tenants must provide a copy of the first page of the rental agreement showing the rental commencement and termination dates, along with the signature page of the rental agreement. The homeowner's signature is mandatory.

Applicant requests a transponder to be installed on the following vehicle(s) in accordance with the previously signed Transponder Agreement.

VEHICLE 1

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

Check Here if contact information is the same for all vehicles:

VEHICLE 2

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

VEHICLE 3

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

Property Owner or Tenant Signature:

(For Gate Officer only)

Transponder No.

Installation Date: _____

By _____

[Signed by authorized installer]