

GUIDELINES FOR TENANT REGISTRATION BY OWNERS

1. All tenants must be registered with the CSA Office in order to be entered into the Gatehouse System. If you are leasing your property or if you are letting a guest use your property in your absence, they need to be registered with the CSA Office.
2. Why do they need to be registered? There are several reasons why.
 - a. If your tenant wants to call in a visitor and the tenant is not registered as residing within TGO, then the visitor will not be allowed entrance because as far as the Security Officer knows, the tenant doesn't reside at TGO.
 - b. If the tenant is not registered and there is an emergency situation where the tenant needs to be notified, the CSA would be unable to contact them because they are not registered and we will not know how to contact the tenant.
 - c. If your tenant wants to receive mail (UPS/FedEx/Priority Mail/medicine), the mail will not be accepted at the Mail Facility because they are not registered as living at TGO.
3. What information does the CSA Office need? Complete this form.
 - a. Tenant Name(s)
 - b. TGO Address
 - c. Dates of Arrival/Departure
 - d. Phone number
 - e. E-mail Address (optional)
4. Your tenant must get a gate pass from the Guard Gate. The tenant may stop by the CSA Office to get maps, pool wrist bands, TV channel line-up, "The Happenings" newsletter, etc. Also, if the guest extends their stay, or departs early, their gate pass expiration date must also be updated. You, the owner, must notify the CSA Office beforehand to have these changes made or the tenant will automatically be removed from the system along with any other applicable information.

PROVIDE INFORMATION TO THE CSA OFFICE

The Great Outdoors - Community Services Association

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