

**SENDERO RANCH OWNERS ASSOCIATION**

**1600 N. E. Loop 410, Suite 202**

**San Antonio, Texas 78209**

**(210) 829-7202 Office \* (210) 829-5207 Fax**

In an effort to keep the information at the guard post as accurate as possible, we are providing this form for you to update/change your information at the front gate. As residents change their authorized visitors/service/contractor personnel, we want to be able to provide this information as soon as possible. Please date your information. With an effective date, the guards will be able to disregard old information.

**GUARD GATE UPDATE FORM - Effective Date \_\_\_\_\_**

**FOUR DIGIT CODE: \_\_\_\_\_ (For family members)**

\_\_\_\_\_  
**LAST NAME**

\_\_\_\_\_  
**FIRST NAME**

\_\_\_\_\_  
**SPOUSE**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**HOME TELEPHONE NUMBER**

\_\_\_\_\_  
**OFFICE/EMERGENCY NUMBER**

**IMMEDIATE FAMILY MEMBERS ALLOWED 24 HOUR ACCESS WITHOUT CALLING RESIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GUESTS TO BE ALLOWED 24 HOUR ACCESS WITHOUT CALLING RESIDENT:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**CONTRACTORS USED ON A REGULAR BASIS - DAYTIME ACCESS ONLY(7a.m. to 7 p.m.) i.e. maid service, septic cleaning, yard service, etc.:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Attach additional pages if necessary**