

The Grove at Valencia Community Association
4645 E. Cotton Gin Loop
Phoenix, AZ 85040
Telephone: (602) 437-4777 Fax: (602) 437-4770

Congratulations on your new home purchase in The Grove at Valencia Community Association! As you are probably aware, The Grove at Valencia is an exclusive gated community with select access. In order to have your name programmed in the directory and an access code released to you, it is imperative that you complete this form and return it to the address listed above as soon as possible. These gates are designed to be a deterrent of unauthorized persons but are in no way a guarantee of personal safety or security.

Name: _____ Close Date: _____

Mailing Address: _____ Lot #: _____

Home phone #*: _____ Alternate phone #: _____ E-Mail: _____

PREFERRED FOUR-DIGIT SECURITY CODE**: _____

Remote TR #: _____
(# can be found on the back of your remote)

Remote TR #: _____
(# can be found on the back of your remote)

of Pedestrian Keys Received _____

* Your home telephone number is programmed into the gate. When a visitor arrives at the gate, he or she will scroll through the call box to find your name which will activate the gate to call your home phone number. At that time, you can press 9 on your telephone to grant access, or hang-up to deny access. Long distance numbers will not work at the call box.

** The code that is entered by the residents must be four-digits. This four-digit security code is for your personal use only. Please be cautious about who you release this code to. At any time that you feel there might be a problem, contact me immediately and your code can be changed. **To operate the gate, you must press the # symbol followed by your four-digit security code for the gate to open.**

If you wish to purchase an additional remote for the gates, please make a check out to The Grove at Valencia Community Association and mail to City Property Management Company at the above address. In the Memo part of the check, be sure to indicate that the check is for a remote and include your lot number. There is a \$50.00 charge per remote. The remote will be programmed in our office before sending out.

Please never attempt to force the gate if your remote does not work! Severe damage to your vehicle, gates or doors could result and The Grove at Valencia Community Association and the gate company will not be responsible for the damage.

Should you have any questions or require additional information, please do not hesitate to contact us at (602) 437-4777.

PLEASE NOTE: Your name will NOT appear in the gate directory without the above information.
Please return form within 72 hours of receipt of your transmitter.