

# GUEST / VENDOR LIST FOR AUTHORIZED ACCESS

Date of Application \_\_\_\_\_

Name of Owner/Resident: \_\_\_\_\_  
Last Name First Name

Address in Fairfield: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact (optional) Name: \_\_\_\_\_

Telephone(s) \_\_\_\_\_

It is requested the following individuals or vendors or the emergency contact shown above be permitted vehicle access into Fairfield without telephone verification by the undersigned:

	NAME	Check Appropriate Line		
		Guest	Family	Vendor
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

I understand that the guest/family member/vendor/emergency contact named above is to proceed directly to my residence and that is the only purpose for their entry. I further understand that those persons named above are subject to the Covenants and Use Restrictions and Operating Rules of Fairfield Ponte Vedra Association, Inc. I also understand that in accordance with the Covenants, Section 3.10, I shall be liable for any damage to Association property by any guest, family member, vendor or emergency contact listed above.

\_\_\_\_\_  
Signature of Resident

Association Use Only: \_\_\_\_\_  
Date Received Date of Entry

**7.7 Guest and Vendor Access. Resident may provide access for up to five (5) people in one phone call to the automated guest-entry, 285-4861.**

**Creating Your Permanent Guest List.** Residents may authorize visitors, family members and vendors to have permanent access into Fairfield to go to their residence. The property manager will initially set up the resident in the system after resident has completed the Guest/Vendor List form. This form is on the website and also at the Gate house. After initial set-up, residents can create their guest list online at the Fairfield website: [www.fairfield-pv.com](http://www.fairfield-pv.com), click on the tab 'Online Guest List' and follow the prompts (enter your telephone number and create a Pin number).

**Hosting a large or recurring event?** Within the Fairfield website, enter the names on your Events tab: click on Guest List, click the Events tab, and list the names in this section.

If you do not have access to the website, then events of more than five people require the submission of a typed or written list of nonresident guests (in alphabetical order by last name) to the Gate House prior to the event. If resident does not provide a list for large groups, the guard will follow the procedure of calling the resident's telephone number on record; if there is no response, entry will be denied.