

BANK REGISTRATION FORM
for community access

Olympia Master Association, Inc.
Please PRINT all information CLEARLY

Date: _____

Bank Name: _____

Contact Name for Bank: _____

Best way to reach contact at Bank: _____

E-Mail Address for Bank Contact: _____

Expiration Date (if applicable) _____

Type of Vendor: _____

Vendor Contact Number _____

Proof of Ownership: Certificate of Title, Certificate of Sale, Warranty Deed,
Contract of Service, Listing agreement with Realtor

I understand the Vendor registered will be required to show Photo ID and proof they are employed by the Bank. Vendors may be in the Community 7am to 5pm Monday through Saturday and 9am to 5pm Sunday, except in the event of an emergency. Vendor Lists will be purged Jan. and July 1st, all Vendors must be re-registered prior to those dates.

Signature: _____

FOR STAFF USE ONLY **ENTERED BY** _____
DATE _____

VENDOR / SERVICE PROVIDER REGISTRATION FORM

Olympia Master Association, Inc.

Please PRINT all information CLEARLY

Last Name _____ First Name (s) _____

Address _____ City _____ Zip _____

Home Telephone _____ Village _____ Lot _____

Vendor/Service Provider Name: _____

Type of Vendor/Service Provider: _____

Vendor Phone Number: _____

Requested Expiration Date (optional): _____

Proof of Service: **Circle one and attach copy.**

Cancelled check Contract for Service Invoice/Bill Cash Receipt

I understand the technician registered will be required to show Photo ID and proof they are employed by the registered Vendor. I further understand that except in the event of an emergency, Vendor will only be permitted access to the Community Monday through Saturday between 7 AM and 6 PM.

Vendor Lists will be purged every January 1st and July 1st. All Vendors must be re-registered prior to those dates.

Signature: _____ Date: _____

Office Use Only

Please verify all information in Database is up-to-date prior to approving this application.

Approved _____ Disapproved _____ Expiration Date (if applicable) _____

DATE _____ BY _____

INSTRUCTIONS TO REAL ESTATE LISTING AGENTS FOR COMMUNITY ACCESS

Please register at the Olympia Clubhouse Reception Desk.

Please provide the following:

- Proof of Ownership- settlement statement, warranty deed
- Copy of Listing Agreement between Owner & Listing Agent.
- Drivers License
- Contact phone numbers

The Listing Agent will be registered as a VENDOR for the listed home and a photo will be taken of the Listing Agent.

To show property Listing Agent may call the Voice Activated System at (561) 333-9227 and say the name of the Showing Agent requiring access. Otherwise, the Listing Agent will be called when the Showing Agent arrives at the Gatehouse.

Registered Realtors have access to the Community from 7am to 8pm.

Helpful Suggestion: In the MLS under showing instructions include the following information

1. Olympia is a gated community requiring access approval prior to entry.
2. Call ahead for listing agent to authorize access.