

OBTAINING BARCODES

Authorization Forms

Property Owner Authorization Form including Permanent Guest List

1. Complete the Property Owner authorization form
2. Make sure to list all family occupants that will need barcodes
3. Please furnish copy of vehicle registration for each occupant requiring barcode.
4. Each property owner may only have a maximum of 15 permanent guests
5. Each property owner may have up to three permanent non-residents
6. Each property owner may have a sponsored **VETERINARIAN that can be issued a barcode.**
7. Please schedule an appointment to bring authorization form to property manager
8. Once authorization form is approved by property manager you will be furnished a PIN code
9. Contact property management office to arrange for appointment.
10. Property management telephone number 561 795 7767.
11. Once approval is given you will need to go to the Palm Beach Point gatehouse. Officer will issue your barcode and install the barcode on your vehicle.
12. Schedule hours for installation of barcodes: Monday, Wednesday and Saturday from 1 p.m. to 3 p.m.

Tenant/House Authorization Form

1. Complete the Tenant authorization form to include a copy of the executed lease
2. Please have insurance document naming property owner as secondary insured
3. Each tenant may only have a maximum of 15 permanent guests
4. Make sure to list all family occupants that will need barcodes
5. Each barcode is \$125. Please make check payable to Palm Beach Point POA
6. Please furnish a copy of vehicle registration for each occupant requiring barcode.
7. Please schedule an appointment to bring required documentation as stated above to property manager
8. Once authorization form is approved by property manager you will be furnished a PIN code
9. Contact property management office to arrange for appointment.
10. Property management telephone number 561 795 7767.
11. Once approval is given you will need to go to the Palm Beach Point gatehouse. Officer will issue your barcode and install the barcode on your vehicle.
12. Schedule hours for installation of barcodes: Monday, Wednesday and Saturday from 1 p.m. to 3 p.m.

Tenant/Stall Authorization Form

1. Complete the Tenant authorization form with signature of property owner and tenant
2. Attach a copy of the lease to the authorization form
3. Please have insurance document naming property owner as secondary insured
4. Each barcode is \$125. Please make check payable to Palm Beach Point POA
5. Barcodes will be issued on a case by case basis as deemed by Property Manager
6. Please furnish a copy of vehicle registration for each occupant requiring barcode.
7. Please schedule an appointment to bring required documentation as stated above to property manager
8. Once authorization form is approved by property manager you will be furnished a PIN code
9. Property management telephone number 561 795 7767.
10. Once approval is given you will need to go to the Palm Beach Point gatehouse. Officer will issue your barcode and install the barcode on your vehicle.
11. Schedule hours for installation of barcodes: Monday , Wednesday and Friday from 1 p.m. to 3 p.m.

SPONSORED VETERINARIAN AUTHORIZATION FORM

1. Complete the Sponsored Veterinarian Authorization form to include a copy of the Veterinarian's State License.
2. Signature of both property owner and Veterinarian
3. Please furnish a copy of driver's license and vehicle registration
4. Barcode is \$125. Make check payable to Palm Beach Point POA
5. Please schedule an appointment to bring documentation as stated above to property manager.
6. Once authorization form is approved by property manager you will be furnished a pin code
7. Property Management telephone number is 561 795 7767
8. Once approval is given you will need to go to the Palm Beach point gatehouse. Officer will issue your barcode and install the barcode on your vehicle
9. Schedule hours for installation of barcodes: Monday, Wednesday and Saturday from 1 p.m. to 3 p.m.