

**This form must be filled out completely or it will not be processed**

**CONTRACTOR SECURITY REGISTRATION**

**Monday – Friday from 7:00 a.m. - 2:00p.m.**

**At The East Security Gate House**

*Please print neatly below and make out all checks to ADMIRAL'S COVE POA*

**YOU MUST HAVE YOUR ID CARD WITH YOU TO RENEW YOUR CARD**

If not, you will be charged the \$25 Replacement Fee

**DATE PAID** \_\_\_\_\_ **Ck #** \_\_\_\_\_

Renewal (\$15) \_\_\_\_\_ New(\$25) \_\_\_\_\_ Replacement(\$35) \_\_\_\_\_

REC'D Renewal \_\_\_\_\_ REC'D New(\$25) \_\_\_\_\_ REC'D Replacement(\$35) \_\_\_\_\_

**COMPANY INFORMATION** (If you work for yourself, list that information here)

**TYPE OF SERVICE PROVIDED** \_\_\_\_\_

**NAME OF OWNER OF COMPANY** \_\_\_\_\_

⇒ **COMPANY NAME** \_\_\_\_\_

⇒ \_\_\_\_\_

**Address**

**City**

**State**

**Zip Code**

⇒ **WORK # (\_\_\_\_)** \_\_\_\_\_ **FAX # (\_\_\_\_)** \_\_\_\_\_

⇒ **EMERGENCY Contact Name:** \_\_\_\_\_ **#(\_\_\_\_)** \_\_\_\_\_

**CONTRACTOR INFORMATION (REQUIRED)**

⇒ **YOUR FULL NAME** \_\_\_\_\_

⇒ **DRIVER LICENSE #** \_\_\_\_\_

⇒ **DATE OF BIRTH** \_\_\_\_\_

⇒ **CONTACT PHONE #** \_\_\_\_\_

**VEHICLE INFORMATION (REQUIRED)**

⇒ **COLOR** \_\_\_\_\_ **YEAR** \_\_\_\_\_ **MAKE** \_\_\_\_\_ **MODEL** \_\_\_\_\_ **LICENSE PLATE #** \_\_\_\_\_ **STATE** \_\_\_\_\_

**PLEASE LIST NAMES OF YOUR ADMIRAL'S COVE CUSTOMERS**

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

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

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

**\*\*YOU MUST READ & SIGN THE BACK PAGE\*\***

**ADMIRAL'S COVE**  
**Contractor / Vendor / Employee**  
**Rules & Regulations**

Pursuant to the rules and regulations of the Admiral's Cove Master Property Owners Association, Inc., (POA) all individuals working in Admiral's Cove shall and at the discretion of the POA be subjected to criminal background checks. Any pending felony charge, felony arrest, or felony conviction, any drug usage, arrest for possession, sale, or trafficking within the last ten years and any outstanding warrants will result in such individual being barred from the Admirals Cove property.

In addition, the following security requirements are in effect at Admiral's Cove. Violation of any of said requirements would be grounds for immediate temporary or permanent removal from the property for the contractor and/or employee.

- ☆ 1. All workers must obtain and Admiral's Cove Security I.D. card and keep the card on their person at all times while on the property. The I.D. Card must be provided to all officials and security personnel upon demand. Security I.D. cards must be renewed annually. There is a \$35 Fee for lost or stolen cards.
- 2. Speed limit is 25 miles per hour. Violators will be cited. Continued violations will result in not being allowed back on the property.
  - ❖ 1<sup>ST</sup> Violation – Final Warning
  - ❖ 2<sup>nd</sup> Violation – Security I.D. Card will be deactivated with a \$100 reactivation fee
- 3. No alcoholic beverages, firearms, pets or music are permitted on property.
- 4. No fishing
- 5. Workers are responsible for their own trash removal.
- ☆ 6. I.D. cardholders must be off property by 6:00 p.m. Violation may result in the confiscation of the I.D. CARD.
- 7. Appropriate attire, which covers both the upper and lower body and shoes, must be worn at all times.
- 8. All vehicles are subject to search while on property.
- 9. In the interest of public safety and Member convenience, all parking for new construction or major renovation (as decided by the Architectural Design Review Committee in their sole discretion), shall be confined only to the subject lot, available street space at the curb bordering the subject lot, or off Admiral's Cove property. Furthermore, if construction parking should occur on both sides of any street, Admiral's Cove reserves the right to have parked vehicles moved, if in their sole discretion, such parking presents an inconvenience or public safety issue.
- ☆ 10. Anyone caught using someone else's I.D. will result in confiscation and deactivation of the card & will require a \$100 reactivation fee from both the person using the card illegally, and the person who allowed the card to be used. Both may also be barred from Property.
- ☆ 11. Any violation or abuse of this security system and/or Admiral's Cove personnel implementing this system will result in confiscation of I.D. card and/or being barred from the Property.
- ☆ 12. Providing false information in this document, or any future documentation to officials and/or security personnel, will result in a \$100 reactivation fee and/or barred from Property.
- 13. Make sure to **KEEP YOUR RECEIPT!** Should your card malfunction or any disputes regarding the expiration date of your card occur, it is the contractors' responsibility to provide proof of payment.

By executing this document, the undersigned states that he/she understands the rules and regulations stated and hereby agrees to abide by all rules and regulations set forth above and grants consent to the POA to conduct any criminal background or security checks as the POA deems necessary or appropriate. The rules and regulations are subject to change, without prior notification.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name