



Clubhouse Access Card and Vehicle Registration Audit

To ensure the Association's records are accurate, the Board of Directors is requiring **each resident** of BellaTrae Community Association, Inc. to submit this audit form (*Please list one resident per audit form*). All members of the household over the age of 18 will need to complete this form. Please submit or bring to the clubhouse for review, a copy of the vehicle registration(s) for all active RFIDs listed below. Forms need to be completed and returned along with proof of registration by **January 1, 2022**. *The Board of Directors has requested deactivation of all RFIDs or Clubhouse Access Cards NOT listed on the audit forms on or around **February 1, 2022**.*

Name: _____

Select One: Full-time Resident Seasonal Resident Other _____

Unit Address: _____

Contact Email: _____ Contact Phone #: _____

Clubhouse Access Card

Clubhouse access card codes can be found on the back of all access cards.

Code: _____

Vehicle Information 1

Select One: Windshield RFID Sticker Headlight RFID Sticker Hangtag RFID

Name on Vehicle Registration: _____

Name of Primary Driver: _____

Make: _____ Model: _____

Color: _____ Year: _____

License Plate #: _____ State: _____

Vehicle Information 2

Select One: Windshield RFID Sticker Headlight RFID Sticker Hangtag RFID

Name on Vehicle Registration: _____

Name of Primary Driver: _____

Make: _____ Model: _____

Color: _____ Year: _____

License Plate #: _____ State: _____

**List any additional vehicles on a second Clubhouse Access Card and Vehicle Registration Audit form*

All residents must submit this form and bring a copy of their vehicle registration(s) for auditing in person at the clubhouse front desk or email completed forms and registrations to BellaTraeCommunityAudit@gmail.com . **Should there be changes in the future to any information listed above, it is the resident's responsibility to email the updated information to FrontDesk@OurBellaTrae.net.**

Signature _____ Date _____