

NORMANDY VILLAGE HOMES ASSOCIATION, INC.
3730 FAIRFIELD AVENUE
SHREVEPORT, LOUISIANA 71104
PHONE (318) 868-5374
manager@normandyvillagecondos.com

Gate Access Form – Transmitter Record

Please complete this form and return to office. A completed form is required for each transmitter in your possession, including each transmitter in the possession of your tenant or tenants. You may make as many copies of this form as you need, or contact the office to request additional blank forms via mail or email.

Transmitter No. _____		
Person in possession of this transmitter:		
First Name: _____	Last Name: _____	
Unit Number: _____		
Resident of this Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Owner of this unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle Make, Model & Year _____		
State / License Number _____		
E-Mail Address _____		
Telephone (Home) _____	(Cell) _____	(Work) _____

The Transmitter Number is the 5 digit number located on the white sticker on the back of your gate opener. If the sticker is worn and the number is no longer visible, remove the screw at the top of the transmitter, open it, and you will see the transmitter number printed on a white sticker inside.

If you need help, you may bring your transmitter to the office, and we will open it for you to obtain the number. The office is usually open between 10:00am and 2:00pm. If you are unable to come during those hours, please call 868-5374 to arrange for a time when the manager can meet you at the office to help with your transmitter.

You should receive at least one working gate opener from the previous owner when you purchase your unit, or from your landlord if you are a tenant. We replace broken cases if we have spare parts and replace batteries at no charge. If we can't make it work, you have the option of buying a new one for \$75.00 or using a # gate code instead. The \$75.00 covers the cost of the transmitter from our supplier, administrative time to enter the data into our system and repair units, and to defray some of the cost of maintenance to the gates.