

**NORTHCLIFFE MANOR A.C.I.A.**  
**Pool Tag Registration**

**Property Address:** \_\_\_\_\_

**OWNER INFORMATION:**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
City, State \_\_\_\_\_

**RENTER INFORMATION** – If this is a Rental Property please provide tenants information:

Name: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

List people living in the home, include all children:

NAME	Date of Birth	Drivers License
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If Additional Room is Needed, Please List on Back of Sheet)

**Emergency Contact Information:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

The **Northcliffe Manor Homeowners Associations** Board of Directors has elected to change the pool identification system to a **PHOTO IDENTIFICATION TAG**. The new tags issued will be good for the next three years provided that the tags are verified each year to assure that the resident is still living in **Northcliffe Manor** and that the annual assessments are paid for each subsequent year. The tags will have to be updated after the third year.

1. Please complete the attached form and return it to the address listed above with individual photos that are small enough to fit on the back of a business size card. **These photos will not be returned.** If you have a group photo that can be cut out and clearly denotes which individual is which, then these can be used. Note on the back of the picture the name of each individual for proper identification. Children under 12 months will be listed on the parents card. Children 12 months and older must have a tag.
2. The photo identification card will be made and placed in a binder and remain at the pool under the street address.
3. A responsible adult of the household must sign the pool rules acknowledgement.
4. **Renters** must include a copy of a utility bill and driver's license showing that they are living in the residence.
5. **All maintenance fees, penalties & interest, collection cost and legal fees must be paid in order to obtain a pool I.D.** Renters should contact the responsible parties to determine if the Annual fees have been paid.
6. Mail application to **Consolidated Management Services – 128 Vision Park Blvd., Suite 110, Shenandoah, Texas 77384**

If you have any questions please feel free to contact **Consolidated Management Services** at **(281) 296-9775**. Thank you!

**IF YOU SENT IN PICTURES LAST YEAR THERE IS NO NEED TO SEND IN A PICTURE, THESE CARDS ARE GOOD FOR THREE YEARS. NEW RESIDENTS OR CHILDREN THAT HAVE TURNED TWELVE WILL NEED A CARD WITH A PICTURE.**

The cost for a guest will be three dollars per a day (\$3.00) no more that four (4) guest per a household.