



## SUNNYMEAD RANCH

### NEW HOMEOWNER ACCESS CARD AND GATE KEY

#### *Contact-Free Service*

*In an effort to protect our Sunnymead Ranch members and staff during this unprecedented COVID-19 health crisis, we have created contact-free service for homeowners.*



#### ◆ Step 1 : Call the office

Call the office and they will check if your escrow documents have been received.

Office Hours: Mon-Fri (9am-6pm) most Sat (9am-2pm)  
(951) 924-2249

When you purchase a home in Sunnymead Ranch, your escrow company is required to provide your escrow documents to Sunnymead Ranch's property management company, Avalon Management Group, Inc. The transmittal of these documents, from your escrow company to Avalon Management, could take up to 30 days after closing. Receipt of your escrow documents by Avalon Management is required before proceeding.

#### ◆ Step 2 : Membership application

Complete and sign the application. The membership application, which lists your household members, is located at end of this document. The document should then be scanned or photocopied and included with your package of information.

### ◆ Step 3 : Proof of identity (for each individual 18 years +)

Provide one of the following items. Just scan it or color copy it and include it in your package!

- Copy of a valid Driver's License
- or-
- Copy of a of State ID
- or-
- Copy of a Passport

### ◆ Step 4 : Proof of residency (for each individual 18 years +)

Since Sunnymead Ranch is a private community, we need to establish proof of residency in Sunnymead Ranch. You can accomplish this in one of these ways:

- If the individual is named on the escrow documents
- or-
- Address shown on proof of identity matches Sunnymead Ranch address
- or-
- Provide acceptable documentation. Just scan it or photocopy it and include it with package!

#### Acceptable documents:

Types of documents: statement or bill (i.e. bank statement, credit card bill, utility bill, etc.)

Document must show Sunnymead Ranch address and individual's name

#### Non-acceptable documents:

USPS forwarding labels, general correspondence, credit card offers, etc.

### ◆ Step 5 : Digital photo (for each individual 10 years +)

Sunnymead Ranch access cards include a photo of the member. Please provide a digital photo for this purpose. Photo requirements:

- Good lighting
- Face the camera directly and fill the frame
- No sunglasses, hats, or face coverings allowed
- JPEG format

Grab your smart phone and start taking some cute pics. Don't forget to email them with your package!

## Step 6 : Submit package

Submit your package of required information to the office in one of two ways:

- A) Contact free by email
  - Addressed to: [Info@MySunnymead.com](mailto:Info@MySunnymead.com)
  - Subject line should state: "Access Card Request" and list the property address
- B) Hard copy delivery to the drop box at the gate station at 23600 Sunnymead Ranch Parkway
  - Place all photocopied documents in a sealed envelope
  - Emailing of digital photos for access cards is still required
    - Addressed to: [Info@MySunnymead.com](mailto:Info@MySunnymead.com)
    - Subject line should state: "Digital Photos" and list the property address

Please allow up to five business days to process your request. Processing time may vary based on the volume of requests.

## Step 7 : Signature

After receipt of required information, a document will be sent to you to be signed and returned.

### Certified Mail Delivery

When your cards and keys are ready, they will be delivered USPS Certified Mail which will require a signature for delivery.

### Do you have questions?

We are just a phone call away and are happy to assist you!

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(951) 924-2249



## Membership Application

PLEASE  
PRINT LEGIBLY

#1 Homeowner Full Name *(required)*

Mobile Phone

Email *(required)*

#2 Homeowner Full Name

Mobile Phone

Email

#3 Homeowner Full Name

Mobile Phone

Email

#4 Homeowner Full Name

Mobile Phone

Email

Street Address

Mailing Address *(if different)*

City

State

Zip

### Complete List of Household Members *(required)*

Full Name(s)	For members under 18 years old		Office use only Card issued
	Birthdate (MM/DD/YYYY)	Age	

Homeowner's Signature

Date