Application for Vehicle Access Cards

Please complete this form to apply for your vehicle access card. Please submit your completed application to the Community Management office or email it to **communities@ecm.ae**

VILLAS

Contact details

Occupant name: ☐ **Owner**   ☐ **Tenant**

Community: **Villa no.:**   **Street no.:**

Email: **Telephone:**

Reason for request
(whichever is applicable)

☐ New   **Replacement reason:** ☐ **Lost**
☐ Additional access   ☐ **Damaged**

No. requested: _____   **Please refer to the factsheet overleaf for the number of access cards permitted per villa**

Vehicle registration number	Emirate of registration	Vehicle make	Vehicle model	Vehicle colour

Documents required
- Copy of a valid Emirates ID card or passport with visa page
- Copy of Title Deed (for homeowners)
- Copy of valid Tenancy Contract (for tenants)

☐ I confirm that I have understood the terms and conditions mentioned on the factsheet and I agree to abide by the Master Community Rules as well as the Access Guidelines for the community. I can also confirm there are no outstanding Community Service Fee (CSF) payments against my villa.

☐ I will ensure that all vehicles mentioned under my villa will be parked in the parking space provided and abide by the speed limits within the community.

☐ I confirm that I have received an approval from my landlord to apply for the access cards (applicable for tenants)

....
Owner's/Tenant's signature

....
Date

For office use only

Has the Community Service Fee been paid?   ☐ Yes   ☐ No

Approved: ☐   Rejected: ☐

Reviewed by: **Date:**

Remarks:

Issuance of access cards

Card no.:   Card no.:

Card no.:   Card no.:

Documents, payment and submission

Documents

- Copy of a valid Emirates ID card or passport with visa page
- Copy of Title Deed (for owners)
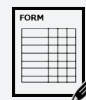- Copy of valid Tenancy Contract (for tenants)

Payments

Each access card will be charged AED 200.

Payment can be made at the Community Management office in your community.

No cash payments. Only cheques and cards will be accepted. Please address the cheque to Emaar Community Management.

Submission

Completed application form along with the required documents may be submitted to the community management office or emailed to **communities@ecm.ae**

Terms and Conditions

1. Parking access will not be granted if there are outstanding Community Service Fee (CSF) and/or late payment fees (LPF) payments against the unit.

2. Please note that any lost access cards must be reported to Security immediately. For the safety and security of the community, cards that are lost will be deactivated when reported to the office.

3. In case you are a tenant, access cards will be automatically deactivated upon the expiry of the Tenancy Contract. In case of renewal, the renewed contract must be submitted to the community management office seven days in advance.

NOTE:
Parking access cards are for personal vehicles only.
Misuse or lending of cards may lead to deactivation.

As per the policy, the maximum number of access cards that can be issued against your property will be based on the number of parking spots assigned to your unit.

ENJOY EASIER ACCESS INTO YOUR COMMUNITY