

MERIDIAN VALLEY SECURITY GUEST LIST UPDATE FORM

DEAR RESIDENT,

PLEASE UPDATE YOUR GUEST LIST. ANY GUEST(S) WHO ARE NOT ON YOUR GUEST LIST NEED TO BE AUTHORIZED TO COME IN TO YOUR HOME. TO DO THIS, CONTACT **SECURITY** AT **253-631-2225**. TELL THE OFFICER ON DUTY THAT YOU ARE EXPECTING A VISITOR, AND TELL HIM/HER THE VISITOR'S NAME. THE VISITOR'S NAME WILL THEN BE PLACED ON THE APPROPRIATE LIST FOR THAT DAY. IF YOU DO NOT CALL AND AUTHORIZE YOUR GUEST(S) TO COME IN, SECURITY WILL CALL YOUR HOME. IF NO ONE ANSWERS THE PHONE, OR AN ANSWERING MACHINE ANSWERS, YOUR GUEST(S) WILL BE TURNED AWAY AT THE GATE.

ALL CONTRACTORS MUST CHECK-IN AT THE SECURITY GATEHOUSE. IF YOU ARE CALLING TO AUTHORIZE A CONTRACTOR TO COME TO YOUR HOME, WE WILL NEED THE COMPANY NAME. ALL CONTRACTORS ARE LOGGED IN.

THANK YOU FOR YOUR PROMPT ATTENTION TO THIS MATTER.

RESIDENT NAME:	LOT #:
ADDRESS:	PHONE #:

NAME First and Last	RELATIONSHIP i.e. - Family, Friend, Babysitter, etc.	FREQUENT CONTRACTORS i.e. - Landscapers, housekeepers, cooks Company Name, Employee Name (if known)	CONTRACTORS PHONE # (Companies only)

EMERGENCY CONTACT INFORMATION

NAME:		RELATIONSHIP:		PHONE #:	
NAME:		RELATIONSHIP:		PHONE #:	