

Condo # \_\_\_\_\_

# LBS BLUE BOOK FORM

Special permission for cleaning people, health care professionals, water delivery services, etc., to enter the premises **on a regular basis**, is given when a BLUE BOOK FORM is completed by the Unit Owner/Resident. All **other** services (*minus* UPS, FedEx, DHL, newspaper deliveries) will be admitted only by specific notification to the Officer on Duty at the Main Gate (381-6515) by the Resident, preferably in advance of the service personnel's arrival. **PLEASE GIVE YOUR ID NUMBER TO VERIFY YOUR CALL.**

Registering cleaning people, professionals, etc., must be submitted in writing using the form provided for your convenience. Additional forms are available at the Management Office. Registration is initiated only when the completed form is turned into the Management Office. **\*\*Please include the time expected to arrive, if known.\*\***

**NO REGISTRATIONS WILL BE ACCEPTED VIA TELEPHONE.**

PLEASE *PRINT* Resident's Name \_\_\_\_\_

Resident's Address \_\_\_\_\_

Resident's Telephone Number(s) \_\_\_\_\_

Admit the following service person(s)/companies to Lake Barrington Shores: (Indicate name and business or service):

1. \_\_\_\_\_ Day & Time expected \_\_\_\_\_
2. \_\_\_\_\_ Day & Time expected \_\_\_\_\_
3. \_\_\_\_\_ Day & Time expected \_\_\_\_\_
4. \_\_\_\_\_ Day & Time expected \_\_\_\_\_
5. \_\_\_\_\_ Day & Time expected \_\_\_\_\_

I understand that I am responsible for any damage to LBS or personal property caused by the individual(s) named above. I will assume responsibility to notify the Management Office in writing when any of the above is deleted from the list.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE ONLY	Date Stamp Here
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