

Starwood Metropolitan Security

121 Stewart Drive
Aspen, Colorado 81611
Phone 970-925-8939 Fax 970-925-5870
email mark@starwood.org

Starwood Homeowner Confidential Data

Name _____
Starwood Address _____
Lot number _____
Starwood Phone(s) _____
Other Home Phone(s) _____
Cell Phone(s) _____
Emergency Phone(s) for you _____
Business Phone(s) _____
Mailing Address _____

Billing Address _____

Email Address(es) _____

Emergency Contacts

Name _____
Phone _____
Cell phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Phone _____
Cell phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

List of Family Members

Family members will have unlimited key access unless otherwise noted.

Name

Special Notes

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Authorized Vehicles

Make: _____ Model: _____ Year: _____
License Number _____

Make: _____ Model: _____ Year: _____
License Number _____

Make: _____ Model: _____ Year: _____
License Number _____

Make: _____ Model: _____ Year: _____
License Number _____

Make: _____ Model: _____ Year: _____
License Number _____

Make: _____ Model: _____ Year: _____
License Number _____

Authorized Agents

Property Manager / Onsite Caretaker:

Name _____

Contact Phone _____

Cell phone _____

Business Phone _____

Emergency Phone _____

Address _____

List any person(s) allowed to act on your behalf to make changes to this Confidential Data form; this can only be done in person or via a signed faxed document by you or one of the people listed below.

◇
Name _____
Address _____

Phone _____
Cell Phone _____

◇
Name _____
Address _____

Phone _____
Cell Phone _____

Authorized Real Estate Agents

Listing Agent

Realtor Name(s) _____
Agency _____
Phone _____
Fax _____
Cell Phone _____

This Agent must be present for all showings Yes _____ No _____

List all others you wish to have access to your home without a confirmation phone call. (Caregivers, Nanny, Chef, Property Manager, Lawn Maintenance, etc.)

Name _____
Company/Occupation _____
Phone _____
Key authorization? Yes _____ No _____
Authorized to receive your packages? Yes _____ No _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? Yes _____ No _____
Authorized to receive your packages? Yes _____ No _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Name _____
Company/Occupation _____
Phone _____
Key authorization? **Yes** _____ **No** _____
Authorized to receive your packages? **Yes** _____ **No** _____

Do you request that the on duty guard call you first before sending anyone to your home ? **Yes**_____ **No**_____

Security Company Information (if applicable)

Name of Security Company_____

Contact Person(s)_____

Phone _____

Key authorization? **Yes**_____ **No** _____

Shall the Starwood Security Officer release your key to a responding agent such as a Sheriff's Officer, Fireman, Medical Emergency Personnel, etc?

Yes_____ **No** _____

(Use the space below to include any other information or special instructions for the security guards.)

This confidential information is on file at the Starwood Metropolitan District Office and at the Starwood Gatehouse. This information is used by the Starwood Security Guards to help them determine who has access to your property.

It is the responsibility of the homeowner to assure that the information in this Confidential Data form is accurate and up to date. It is also the responsibility of the homeowner to revise the Confidential Data form as necessary to keep the information accurate.

Signature _____
Date

Starwood Property Address

Starwood Lot Number

This document, as of the above date , supersedes all previous Confidential Data information provided to the Starwood Metropolitan District Security Guards and the Starwood Office.

