

**Request for ID/Occupancy Form**  
**(Yearly renewal for ID, lost ID, or a new ID)**

To: Southampton A Condominium Association

I/We hereby request the Association Approve (Name of person requesting Id): \_\_\_\_\_  
to reside in my Unit # \_\_\_\_\_ Southampton A. Phone number of person  
residing in Unit: \_\_\_\_\_ (We will call them to pick up  
the form once it is given to us from UCO or CV ID Office).

Owner # 1: \_\_\_\_\_

Owner # 2: \_\_\_\_\_

Owner # 3: \_\_\_\_\_

Please note, ID's are only good for one year. It is NOT the responsibility of the Southampton A Board of Directors to remind you to renew your ID. Please make sure that you see a Member of the Southampton A Board of Directors at least 7 Business Days before your ID expires to ensure that your ID can be renewed in a timely fashion.

If you are renting a Unit here at Southampton A, a copy of your CURRENT LEASE AGREEMENT must accompany this form in order for you to receive an ID. **ID's will not be renewed if you cannot furnish a current lease agreement or if you furnish an expired lease agreement.**

A Member of the Southampton A Board of Directors will take this form to UCO or The Century Village ID Office to have this form processed.

Please allow 7 BUSINESS DAYS for processing.