

# 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 _____		

### 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.**

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***Signature*** ***Date***

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***Starwood Property Address***

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***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.***

