

Community Development District

**Process for Obtaining Pool Access Cards**

**STEP ONE:**

**Complete all registration items necessary to apply for an access card.**

* Access card registration form (you may obtain a copy on-line here: [Access Card Form](http://www.harmonycdd.org/wp-content/uploads/2010/10/Access-Card-Form-Rev-2014-1.pdf))
* Copy of current lease agreement (if renting), or the
HUD statement or other proof of ownership (if an owner).
*For a complete list of acceptable forms of identification, refer to Chapter 4, Section 3 of the District Rules related to Access Cards for the Parks and Recreation Facilities.*

(You may view the rules on-line here: [Public Records/Rules/Chapter-4](http://www.harmonycdd.org/wp-content/uploads/2010/10/Chapter4.pdf)).

* Head shot photograph of each resident in the household, ages 12 and older, who is requesting an access card. *Photos should be in digital format (jpg, png, tiff, etc.) and may be taken with your phone if that is more convenient.*
* Driver’s license for each applicable family member. *A scanned copy will suffice if applying on-line, or you may show your license if applying in person at the District office.*

**STEP TWO:**

**Provide registration items to the District office, either in person, through USPS mail, or via email.**

* District office: 610 Sycamore Street
Suite 140
Celebration, FL 34747
* Phone: 407-566-1935
* Email: 1) Rosemary@Moyer-Group.com
2) admin@HarmonyCDD.org

**STEP THREE:**

**Allow time for processing and printing the access cards.**

* It will take between five (5) and eight (8) days to process a registration request once it is received.
* You may pick up your access cards at the Sales & Information Gallery in Harmony when they are complete.
* At any time if you have any questions, please feel free to contact Rosemary at the above phone and email address.

***We appreciate the opportunity to serve you!***

