

# The RFID Process

1. A vehicle registration form can be obtained at Avalon's main guardhouse, or from the Avalon Portal at <https://www.ciranet.com/ResidentPortal/accounts/documents>. Every homeowner should have access to this portal. If you don't have access to this portal, please contact RealManage at Ph: 866-473-2573, or by email at [AVALONMA@CIRAMAIL.COM](mailto:AVALONMA@CIRAMAIL.COM). Please allow at least 24-72 hours for a response.
2. Fill out the top portion of the form completely. Failure to complete the form completely and accurately will delay the approval process or be denied.
3. Be sure to include a copy(s) of the driver's license(s) and registration(s) for each vehicle that is requesting an RFID when submitting the completed form.
4. The completed form, along with all other supporting documents can be mailed, emailed, or faxed to RealManage at the following address:
  - a. Mail: Avalon Master Homeowner Association, Inc. c/o Real Manage, P.O. Box 803555, Dallas, TX 7538
  - b. Fax: 866-919-5696
  - c. Email: [AVALONMA@CIRAMAIL.com](mailto:AVALONMA@CIRAMAIL.com)
5. Once the property manager reviews all the necessary documents and everything is in order, they will coordinate with the local team to assign an RFID to each vehicle. This information will be entered into the computer system and activated.
6. Each new or replacement RFID is \$10.00 each.
  - a. **MONEY ORDER(s) ARE THE ONLY FORM OF CURRENCY THAT WILL BE ACCEPTED!**
  - b. NO CASH, NO CHECKS, NO CREDIT CARD, RFID(S) CAN NOT BE CHARGED TO HOA DUES!
  - c. Payments are due at the time of RFID installation, by the security team.
  - d. To receive the proper signal from the RFID transponder, it is recommended that the BEST location to install the RFID is the FAR-RIGHT SIDE OF THE VEHICLE'S WINDSHIELD.
  - e. These RFIDs have a very tiny ribbon microchip and can be damaged easily if not handled correctly.
7. ANYONE VIEWED ON THE CAMERA SYSTEM USING THEIR RFID TO LET GUEST IN AT THE SOUTH ENTRY GATE WILL HAVE THEIR ACCESS REMOVED IMMEDIATELY!
8. The RFID readers at both entrance gates are set up in a certain direction to read the RFID(s) on the left side of the vehicles. Any resident moving/adjusting the reader will be build a maintenance charge of \$250.00 for the reader to be re-aligned.

Submit to: Avalon Master Homeowner Association, Inc.  
 c/o Real-Manage, P.O. Box 803555, Dallas, TX 75380  
 Ph: 866-473-2573 Fax: 866-919-5696  
 Email: [AVALONMA@CIRAMAIL.com](mailto:AVALONMA@CIRAMAIL.com)

## VEHICLE REGISTRATION FORM FOR RFID DECAL

Owner/Tenant Name: \_\_\_\_\_

\*IF YOU ARE A TENANT, PLEASE SUBMIT THE AUTHORIZATION FORM WITH YOUR APPLICATION IF NOT ALREADY SUBMITTED\*

Property Address: \_\_\_\_\_

Section of the Avalon:  Courtyards (townhomes)  Avalon Masters (single family units)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Along with this form, please attach a copy of each vehicle registration and photo ID. The photo ID and/or registration must match the community address to obtain an RFID decal. However, if you are an approved NEW resident, you will be able to obtain your decals immediately without having to change your information for the vehicle(s) you currently have but you must update your photo ID or registration for future vehicles.

Year	Make	Model	Color	Tag #	State	RFID #
Year	Make	Model	Color	Tag #	State	RFID #
Year	Make	Model	Color	Tag #	State	RFID #
Year	Make	Model	Color	Tag #	State	RFID #

\*\*\* RFIDs are \$10.00 each; Please bring **MONEY ORDERS (ONLY)** payable to AVALON MASTER HOA. \*\*\*

All RFID decals will be placed on each vehicle by a staff member of Avalon Master security teams. (NO EXCEPTIONS)

ALL RFID DECALS HAVE A TWO (2) YEAR WARRANTY FROM THE DATE RECEIVED, AS LONG AS THE RFID DECAL IS NOT MOVED OR TAMPERED WITH.

\*\*\*\*THIS APPLICATION, ONCE COMPLETED WITH ATTACHMENTS, CAN BE MAILED, EMAILED, OR FAXED TO ABOVE MENTIONED INFORMATION AT THE TOP OF THIS FORM. \*\*\*\*

\*\*\*\*\* OFFICE USE \*\*\*\*\*

Association Maintenance Dues Current?  Yes  No Verified by: \_\_\_\_\_

MONEY ORDERS ONLY! Total Cost (\$10.00 each): \$ \_\_\_\_\_

RFID Decal Number(s): \_\_\_\_\_  
 \_\_\_\_\_

RFID(s) Decal Delivered to Security Team By: \_\_\_\_\_ Date: \_\_\_\_\_

RFID(s) Decal Installed by Security Team: \_\_\_\_\_ Date: \_\_\_\_\_