



WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@aol.com Website: www.watergatecommunityassociation.com

WATERGATE COMMUNITY ASSOCIATION - REGISTRATION

Registration is a requirement of the Community. All residents must register at the WCA office. There is a non-refundable Community Association processing fee of \$175.00 applicable to both new owners and renters to cover administrative and move-in/move-out costs. Renters are charged an additional \$30.00 for each I.D. card issued, \$25.00 of which is refundable upon return of their I.D. card to the WCA office. These processing fees also apply to off-site owners who are becoming on-site residents, and residents who relocate within WCA.

Where to Register: Watergate Community Association (WCA) office
8 Captain Drive – Emeryville, CA 94608
Phone: 510 428-0118 Fax: 510 428-0379
Email: wcaoffice@aol.com

WCA Office Hours: Monday through Friday, 8:30 a.m. to 5:30 p.m.

New Owners: You will need to bring a picture I.D. and a copy of your Grant Deed and/or your escrow closing papers.

Fees: There is a transfer fee of \$175.00, usually paid through your escrow. Watergate I.D. cards are issued at no charge to owners and are valid for 5 years. Expired cards are issued at no charge with the return of the expired card. There is a \$5.00 charge to replace a lost or unreturned card.

To register a spouse that is not listed as an owner on your deed, please provide a certified copy of your Marriage Certificate or a filed Certificate of Registration of Domestic Partnership. Non-owner spouses who provide proof of marriage and owner dependants will be issued a 5-year card. All other tenants residing with owner will be issued a 1-year I.D. card and must pay \$30.00 (\$25.00 of which is refundable upon receipt of the returned card.)

New Tenants: You will need to bring a picture I.D. and a copy of your Rental Lease Agreement.

Watergate I.D. cards are issued ONLY to the person(s) named in the lease, or who have a signed Registration Authorization form from the owner or property manager.

Fees: There is a processing fee of \$175.00, payable at the time of registration. There is a \$30.00 charge (\$25.00 of which is refundable upon receipt of a returned card) for each Watergate I.D. card issued. Watergate I.D. cards will be issued according to the dates on the lease, and must be renewed annually, or upon expiration. The fee to renew an I.D. card is \$5.00 with the return of the expired card, or \$30.00 (\$25.00 of which is refundable) to replace a lost or unreturned card.

Temporary Residents: You will need to bring a picture I.D. and a Registration Authorization signed by either the owner or the property manager of the unit. (A tenant cannot sign this form.)

Fees: There is a \$5.00 registration fee, and a paper Temporary Resident card will be issued according to the dates listed on the Registration Authorization for up to 90 days. Temporary Resident cards cannot be renewed, transferred or extended. In order to continue residency, a temporary resident must register as a new tenant, paying the appropriate processing and ID card fees and providing a lease or registration authorization from the owner or property manager of the unit.