

# Notice to Clearview Apartment Residents

## **NOTICE TO CLEARVIEW APARTMENTS RESIDENTS New Door Access Cards and PIN Codes**

Dear Residents,

DHA has installed card readers on the front and back doors at Clearview Apartments. The readers are now ready for operation.

Each adult household member will be issued one access card and a PIN code of their choosing. Please come to the DHA office during regular business hours, Monday through Friday, 7:30 a.m. to 4:30 p.m., to complete your registration and receive your card and PIN code. Please see Estrella or Tosha for assistance.

All residents must have their access cards issued by June 15, 2026.

The card access system will go live on June 22, 2026. Initially, the exterior doors will only be locked between the hours of 8:00 p.m. and 6:00 a.m. This schedule may later be adjusted to full-time locked access.

Access cards and PIN codes are for authorized residents only. They are not to be given to non-residents, visitors, or family members who are not listed as residents of Clearview Apartments.

If a PIN code is given to an unauthorized person, the PIN code will be revoked and a warning notice will be issued. If an access card is given to an unauthorized person, the card will be revoked, a warning notice will be issued, and one replacement card may be provided. If the issue continues, further lease enforcement action may be taken, up to and including eviction.

Replacement cards will cost \$10.00 each.

Thank you for your cooperation in helping keep Clearview Apartments safe and secure.

Dickson Housing Authority Fund  
Management

# CLEARVIEW APARTMENTS

## ACCESS CARD KEY REGISTRATION

Tenant Name: \_\_\_\_\_ Unit #: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Card #: \_\_\_\_\_ PIN# \_\_\_\_\_

### ADULT HOUSEHOLD MEMBERS RECEIVING CARDS

Additional Adult Name /Card # /PIN Code

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## TENANT ACKNOWLEDGEMENT

I understand and agree to the following:

- One access card will be issued per adult household member.
- PIN codes and access cards are not to be shared with non-residents or unauthorized persons.
- Unauthorized sharing of a PIN code or access card may result in revocation of access privileges and issuance of a warning notice. Continued violations may result in eviction proceedings.
- Replacement cards are \$10.00 each.
- The access-controlled doors will go live on **June 22, 2026**.
- Initially, the doors will remain locked daily from **8:00 PM until 6:00 AM**. This schedule may later transition to full-time controlled access.

By signing below, I acknowledge receipt of the access card(s) listed above and agree to comply with all Clearview Apartments access control policies.

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Head of Household Signature/Date: \_\_\_\_\_

Additional Adult Signature/Date: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Notes: \_\_\_\_\_

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