



**Property Manager Re-entry Pass Application**

**North Topsail Beach Property Address**

**House Number and Street** \_\_\_\_\_

**Property Owner Information**

Last, First or Entity Name \_\_\_\_\_

**Permanent Mailing Address**

Street/PO Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Phone Number(s)**

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

<i>For Office Use Only</i>	<b>***There is a \$25.00 fee for a replacement pass.***</b>		
Pass Numbers _____	Receipt Number _____		
Replacement Passes? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Collected \$	<input type="checkbox"/> Check	<input type="checkbox"/> Cash

**Property Owner's Appointment of a Property Manager**

I, \_\_\_\_\_ appoint \_\_\_\_\_

(Property Owner Printed Name)

(Property Manager Name)

Of \_\_\_\_\_

(Property Management Company Name)

(Property Manager Phone Number)

To assess my North Topsail Beach property located at \_\_\_\_\_

(North Topsail Beach Property Address)

Property Owner Signature

Date

I certify that \_\_\_\_\_ appeared before me this day acknowledging to me that they signed the foregoing document.

\_\_\_\_\_  
Date

\_\_\_\_\_  
, Notary Public

My commission expires:

**Mail notarized and complete form to:  
Town of North Topsail Beach Attn: Permit Specialist  
2008 Loggerhead Ct, North Topsail Beach, NC 28460**