


ROYAL OAKS
VEHICLE REGISTRATION FORM

Use this form to 1) register a new vehicle to obtain a windshield decal and gate activation, 2) to update your EZ tag information, or 3) to obtain replacement decal(s). Your request will be returned unprocessed unless all the required information is provided. Processing may take up to 48 hours. You will be contacted upon completion. Please email, fax or mail this form to the address below. *** Required information**

*Name: _____
*Address: _____

*Contact number: _____
*Email address: _____

1) To Register a New Vehicle

I SUBMIT PROOF OF OWNERSHIP

Check box if requesting a decal

- A. Copy of a purchase document containing your name and the vehicle year, make, model and color.
OR
B. Proof of insurance certificate from your carrier providing this same information to which you will need to include **the color of the vehicle. COLOR:** _____

II *VEHICLE TRADED/SOLD

- A. None D. Model: _____
B. Year: _____ E. Color: _____
C. Make: _____

III TO OBTAIN GATE ACTIVATION FOR NEW VEHICLE

I will be using:

- a new Harris County Toll Authority EZ tag. ID #: _____
 a black Royal Oaks transponder from the old vehicle. Transponder ID #: _____
 I certify, by my signature below, that this vehicle will not be equipped with an HCTRA ez tag and therefore request a Royal Oaks black transponder be issued to me. I agree to a \$40.00 replacement cost if lost or stolen.

2) To Obtain Gate Activation when an EZ Tag is Replaced

Use this section if you received a new or replacement HCTRA EZ tag for a vehicle already registered. Please be aware that removing the sticker format from your windshield destroys the antennae, requiring a replacement tag. Should you no longer have the old EZ tag number, please provide year, make, model and color of the vehicle:

*Old EZ tag number: _____ *New EZ tag number: _____

3) To Obtain Replacement Decal

The decal typically does not adhere well once peeled from the windshield. Should this occur, you will be required to obtain a new decal from the Association office. Please provide the following information to receive a new decal.

Old decal number (if available): _____ *Vehicle requiring decal: _____

*Signature

*Date

