

LBTS Barcode Request

In order to obtain a Barcode, you must submit the following information:

All requests: Name of Owner and LBTS address.

Filled out Residential Form (<https://litchfieldbythesea.com/>)

If a new owner, the following information is needed:

1. Copy of Closing documents
2. Filled out Residential Form (located on LBTS website) <https://litchfieldbythesea.com/>. Please be sure to read all information on this form.
3. Copy of Vehicle Registrations. We do NOT accept Titles, Insurance Cards, or picture of your license plate.

If you need to replace an existing vehicle w/bar code with a new Vehicle, the following is needed:

1. Old Bar Code- if you do not have old Bar Code, there is a \$25.00 replacement fee payable by check (made out to **LBTS**) or credit card only. No CASH is accepted. If you have the old bar code there is no fee, just turn it in.
2. Copy of registration of new vehicle, temporary registration or bill of sale. We do not accept titles or insurance cards.
3. Filled out Residential Form.

If you are adding a car, the following is needed:

1. Copy of Registration of the vehicle, we do not accept titles or insurance cards.
2. Filled out Residential Form

If you need a bar code for a golf cart, the following is needed:

1. Proof of insurance
2. Signed Golf Cart Signature Form (on LBTS website) <https://litchfieldbythesea.com/>
3. Filled out Residential Form

Applications can be mailed, emailed or dropped off only. Questions should be sent via email or calling Christine directly. You can take a picture of the paperwork with your phone or scan it which can be sent to Christine directly via email. Completed request can be mailed or can be picked up at our office. Pick-ups will be taped to the door with your name on it from 8:30 am to 5:00 pm. You will be contacted by email or phone when your request is ready.

Christine Strembicki

Barcode Administrator

Christines@waccamawmanagement.com

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