

# LBTS Barcode Request

## PLEASE READ INSTRUCTIONS BEFORE CALLING:

\*\*Effective 1/1/21 there will be a \$20.00 charge for all new or replacement barcodes. Effective 1/1/2021 each active barcode will have a renewal fee of \$20.00 each\*\* Payment can only be made by check made out to "LBTS" or credit card. WE DO NOT ACCEPT CASH. You are no longer required to turn in your old barcode(s).

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. Copy of registration of new vehicle, temporary registration or bill of sale. We do not accept titles or insurance cards.
2. Filled out Residential Form.
3. There is a \$20.00 fee for each new barcode or replacement of a barcode made payable by check out to "LBTS" or by credit card. WE DO NOT ACCEPT CASH.

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

All paperwork can be Emailed ([christines@waccamawmanagement.com](mailto:christines@waccamawmanagement.com)) /mailed/dropped off in one of the two drop boxes located outside to Christine. You can take a picture of the paperwork with your phone or scan it to her.

Please be sure to let her know if you will be picking up or want it mailed. If mailed, please confirm your mailing address. If you have check to drop off, that can be done when you come pick up your new Barcode and dropped off in one of the two drop boxes outside our office. If you are picking up a barcode(s) they will be taped to the door with your name on it between 8:30am to 5:00pm.

You will be contacted by email or called when your barcode is ready.