

CHECK-IN FORM FOR GUESTS (NOT TO BE USED FOR RENTERS);

Guest; please complete this form and bring it to the condo office within 24 hours after you arrive on the next business day between the hours of 10:AM and 1 PM. Please bring with you a picture ID, such as drivers license or passport.

I (we) will be guests in unit #_____. We arrived on _____, 20__ and will depart on _____, 2016.

I (we) am related to the unit owner(s)
as _____
_____ (describe relationship).

OR

I am not a relative. (circle if appropriate).

I have not rented this unit nor do I have a pending rental application but I have the owner's permission to occupy the unit in his (their) absence.

I am / am not (circle one) familiar with the house rules of the condominium association and agree to abide by them during the occupancy.

My vehicle is a _____ (year) _____ (make) with license plate # _____ and I will be parking in space # _____. The name of my auto liability insurance Company is _____.

The name of an emergency contact is _____ and his/her phone # is _____.

SIGNATURE OF GUEST(S):

CHECK-IN DATE AND TIME; _____, 20__ AT _____ AM/PM

SIGNATURE OF OFFICE PERSON;

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