

ROSTER OF DIRECT FAMILY MEMBERS WHO MAY OCCUPY MY (OUR) UNIT IN MY (OUR) ABSENCE.

UNIT # _____

NAME(S) OF OWNER(S) _____

Please fill out and return this form to the condo office within 21 days. It will be kept on file and will be used to expedite check-in of your DIRECT (VERTICAL) FAMILY guests to occupy your unit **in your absence**. Please note that you must file in the office a Guest Registration Form at least 5 days before arrival of any Guest if you will be absent from your unit during the Guest's occupancy. If your spouse is not named on your unit's deed, please have him/her also provide the data, since the condo association treats your spouse as a unit owner. Please provide the full name AND an emergency contact phone number for;

	UNIT OWNER #1;	SPOUSE/UNIT OWNER #2;
GRANDPARENTS;	_____	_____
	# _____	# _____
PARENTS;	_____	_____
	# _____	# _____
ADULT CHILD	_____	_____
	# _____	# _____
Date of Birth;	_____	_____
	# _____	# _____
Date of Birth	_____	_____
	# _____	# _____
Date of Birth	_____	_____
	# _____	# _____
CHILD'S SPOUSE	_____	_____
	# _____	# _____
Date of Birth	_____	_____
	_____	_____

Date of Birth # _____ # _____

Date of Birth # _____ # _____

ADULT GRANDCHILDREN _____

Date of Birth # _____ # _____

Date of Birth # _____ # _____

Date of Birth # _____ # _____

USE OPPOSITE SIDE IF YOU NEED MORE ROOM.

SPOUSES OF ADULT GRANDCHILDREN;

Date of Birth # _____ # _____

Date of Birth # _____ # _____

Date of Birth # _____ # _____

REMINDERS;

Please be sure to file a Guest Registration Form with the office at least 5 days before your Guest arrives AND please inform them that they must check in at the condo office between the hours of 10:00 AM and 1:00 PM on the first business day after they arrive.

Please be sure to advise your Guests of our House Rules and Parking Rules.

This form is current as of this date; _____, 20____