



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

Guest; please complete this form and bring it to the condo office along with a photo ID such as a drivers license or passport within 24 hours of your arrival.

I (we) will be guests in unit # \_\_\_\_\_. We arrived on \_\_\_\_\_, 20\_\_\_\_ and will depart on \_\_\_\_\_, 20\_\_\_\_.

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. I do have the owner's permission to the unit in their absence.

I am / am not (circle one) 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 their phone number is \_\_\_\_\_.

SIGNATURE OF GUEST(s)

\_\_\_\_\_  
\_\_\_\_\_

CHECK-IN DATE AND TIME; \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ AM/PM

SIGNATURE OF OFFICE PERSON;

\_\_\_\_\_