



GUEST / UNIT AUTHORIZATION



UNIT # _____

WARNING!! Short term rentals or any private arrangement of your condominium units through AIR BNB, Craig's List, or through any other service is illegal and will result in enforcement action, which may include but not be limited to, imposition of fines, arbitration or court injunctions, and claims for damages, costs and attorneys' fees. Resist the urge to do this for short term gain, and please respect the rules, regulations and provisions of the Condominium Documents. Your fellow unit owners and tenants do not need unauthorized people in the community. Please respect the rules and regulations relating to guests and rentals of units in our building.

- **Guests** - Visiting guests who would be staying in the apartment for a period less than 2 weeks. A background screening and paper process is required for guests staying over 2-week period. The background screen fee is \$150 per individual age 18 and above. Visitors authorized through this form may not request Key FOBS or further authorize any other guest or visitors. Parking Decals issued by the management office are non transferable. If the guests have been authorized to use any of the assigned parking space(s), then a temporary decal or parking pass must be obtained from the management office. Any unauthorized car will be towed off the property at the car owner's expense.
- **Frequent visitors** (Caretakers or employed Service) – Frequent visitors are those who do not reside in the apartment but expected to visit the unit for managing or perform professional services such as caretakers, cleaning services, or as authorized by the resident.
- **UNIT AUTHORIZATION FORM MUST BE SUBMITTED AT LEAST 48 HRS (BUSINESS DAYS) IN ADVANCE FOR THE OWNER/TENANT TO RECEIVE ACKNOWLEDGEMENT AND MANAGEMENT APPROVAL FOR GUEST REGISTRATION.** Unless the form is signed by the primary resident of record, the Association will not approve the request. The management office will not release emergency keys; Please be sure to check that you have an extra key available at the management office for your guest and/or contractors. The Unit Authorization form remains in effect until the expiration date.

Duration of Stay: Start Date: _____

End Date: _____

Visitor Type: ☐ Family Member ☐ Friend ☐ Employed Service

Authorization Type: ☐ ONE TIME ☐ TEMPORARY ☐ Non-Residing Access

Guest Name: _____

Cell No. _____

Guest 2 _____

Guest 3 _____

Unit Owner / Tenant Name _____

I have read the above conditions to the approval and fully understood the rules

Signature & Date

Received & Entered by _____