**REQUEST FOR GUEST OCCUPANCY**

[This form must be completed and approved by authorized signature when allowed guests, as defined in the Association’s Documents, will be occupying a condo Unit in the absence of the Owner. Please remember that no guest may stay in a Unit for more than a total of 30 days in a 12-month period. Owners are expected to inform their guests of our rules regarding parking, garbage disposal, laundry rooms, use of recreational facilities (including pools), no pets, and general decorum.]

**UNIT OWNER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIT #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF REQUEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME & AGES OF GUEST(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ARRIVAL DATE:\_\_\_\_\_\_\_\_ DEPARTURE DATE:\_\_\_\_\_\_\_**

**SPECIAL NOTES:**

**APPROVED BY BOARD OF DIRECTORS:**

**SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF APPROVAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS COMPLETED FORM WILL BE HELD ON FILE IN THE ASSOCIATION’S OFFICE**

**BUILDING SEAL:**

**Rev. 1/2020 frs**