



**Family Member Registration Form – Family Member Overnight Stay**

**Please submit this form to the management office at least 48 Hours prior to Family Member arrival**  
*[see definition of “Family Member” in House Rules].*

I, \_\_\_\_\_, certify that I am the Stockholder of Unit No. \_\_\_\_\_ at The Island House Apartments (the “Unit”), and I hereby authorize the following individual(s) to stay in the Unit for no more than 60 consecutive days.

<b>Family Member (list all who will be staying overnight in residence)</b>	<b>Family Member Cell Number</b>
1.	
2.	
3.	
4.	
5.	
6.	
<b>Arrival Date:</b>	<b>Departure Date:</b>

**Stockholder** – Please indicate if you will be in residence during the dates of your Family Member(s) visit to The Island House Apartments.

I WILL BE IN RESIDENCE       I WILL **NOT** BE IN RESIDENCE

- All Family Member(s) must register with the Front Desk Reception, be prepared to take a photo when signing in, and provide their photo I.D.
- Stockholder will be responsible for the behavior and expense of any maintenance, repairs, or replacement rendered by the act, neglect, or carelessness of any and all of the Family Member(s).
- The Stockholder must notify the management office in writing if the Family Member(s) will exceed 60 consecutive days.

Note: Front Desk Reception will not hold keys for Family Member(s). You are responsible for providing keys to the Unit and other access control devices for the Common Areas.

**I understand that by signing the Family Member Registration Form, I am granting the identified individuals access to the Common Areas and the Unit.**

Stockholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Stockholder Printed Name: \_\_\_\_\_

**Return in person to the office or via e-mail: management@ihkey.com**

----- For Management Use -----

Received by management: \_\_\_\_\_ Date: \_\_\_\_\_

Photo ID presented  Provided a copy of IH Rules & Regulations  Picture in Connect