



**Guest Registration Form**

**This form is to be submitted to the Management Office at least three (3) days prior to guest arrival.**

I \_\_\_\_\_, the undersigned do hereby certify that I am the Shareholder of Unit No. \_\_\_\_\_ at The Island House Apartments, a Co-operative and I hereby authorize the following individuals to enter upon the property maintained by the residential community known as The Island House Apartments.

Guests (List all who will be staying overnight in the residence)	
1.	4.
2.	5.
3.	6.
Arrival Date	End Date (required)
Guest Cell Phone	Guest Alternate Phone

**Shareholders** – Please indicate if you will be in residence during the dates of your guests visit to The Island House Apartments.

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

- All guests must register themselves at the front desk and be prepared to take a picture when signing-in and provide their photo I.D.
- As the Shareholder, I will be responsible for the expense of any maintenance, repairs or replacements rendered by the act, neglect or carelessness of any and all of the foregoing persons.

**Note:** The front desk will not hold keys for guests. You are responsible for providing keys to your specific apartment AND other access control devices for the common areas.

**I understand that by signing this Guest Registration Form, I am granting access to the common property and to my individual unit.**

Shareholder Signature \_\_\_\_\_

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

Shareholder Printed Name \_\_\_\_\_

**Return \_\_\_\_\_ in person or via email at management@ihkey.com**

\*\*\*\*\* For management use \*\*\*\*\*

Received by Management: \_\_\_\_\_

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

Photo I.D. presented:  Provided a copy of IH Rules & Regulations:  Picture in Connect: