



Guest Registration Form – Overnight Guest (non-Family Member)

STOCKHOLDER/SUBLESSEE WILL NOT BE IN RESIDENCE

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

I, _____, certify that I am the Stockholder/Sublessee 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 seven consecutive days**. Any stay longer than seven consecutive days requires prior Board approval.

Guests (list all who will be staying overnight in residence)	Cell Number
1.	
2.	
3.	
4.	
5.	
6.	
Arrival Date:	Departure Date:

- All Guests must register with the Front Desk Reception, be prepared to take a photo when signing in, and provide their photo I.D.
- Stockholder/Sublessee 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 Guest(s).

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

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

Stockholder/Sublessee Signature: _____ Date: _____

Stockholder/Sublessee 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