



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

**STOCKHOLDER/SUBLESSEE WILL 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.

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

- 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](mailto:management@ihkey.com)**

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

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

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

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