



Sponsoring Family Members or Overnight Guests Registration Form

Please submit this form to the management office at least 48 hours prior to Family Member or Overnight Guest arrival [see definition of 'Family Member' in House Rules].

I, _____, Stockholder of Unit No. _____ at The Island House Apartments (the "Sponsor"), do hereby inform that I have agreed with _____, Stockholder (the "Hosting Stockholder") of Unit No. _____ at The Island House Apartments (the "Unit"), to allow the following Family Member(s) or Guest(s) to stay in the Unit **for less than 31 consecutive days**.

Family Member(s) or Guest(s) (list all who will be staying overnight in residence)	Relationship to Sponsor & Cell Number
1.	
2.	
3.	
4.	
5.	
6.	
Arrival Date:	Departure Date:

Sponsor – You **MUST** be in residence during the dates of your Family Member(s) or Guest(s) visit.

- All Family Member(s)/Guest(s) must register with the Front Desk Reception, be prepared to take a photo when signing in, and provide their photo I.D.
- Sponsor will be responsible for the behavior and expense of any maintenance, repairs, or replacement rendered by the act, neglect, or carelessness of all Family Member(s)/Guest(s).

Note: Front Desk Reception will not hold keys for Family Member(s)/Guest(s). Hosting Stockholder or Sponsor is responsible for providing keys to the Unit and other access control devices for the Common Areas.

As the Sponsor, I understand that by signing the Sponsoring Family Members or Guest Registration Form, I am (i) affirming that the particular stay falls within the exception of USE OF ANOTHER STOCKHOLDER'S UNIT FOR FAMILY MEMBERS AND OVERNIGHT GUESTS provided in the House Rules and (ii) being responsible for paying fees, if any, to the Hosting Stockholder, as well as for the behavior of my Family Member(s)/Guest(s).

Sponsor Signature: _____

Date: _____

Sponsor Printed Name: _____

As the Hosting, Stockholder I understand that by signing the Sponsoring Family Members or Guest Registration Form, I am (i) affirming that the particular stay falls within the exception of USE OF ANOTHER STOCKHOLDER'S UNIT FOR FAMILY MEMBERS AND OVERNIGHT GUESTS provided in the House Rules and (ii) granting the identified individuals access to the Common Areas and the Unit.

Hosting Stockholder Signature: _____ Date: _____

Hosting 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