

# NOTIFICATION OF GUESTS

Guests and visitors are always welcome, but you are responsible for their conduct. If conduct of a guest or visitor violates these rules, you are expected to advise the person of the violation. **Guests must be registered with the Community Management Office if staying longer than 30 days. Written approval is required for all guests staying over 30 days.** Authorized guests with a vehicle must register their vehicle with the Community Management Office.

**Resident's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Duty Phone:** \_\_\_\_\_

Guest's Name	Current Phone #:	Date of Birth	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Arrival Date:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_

**Purpose of Visit:** \_\_\_\_\_

**Vehicle**      YES  NO

**Make/Model:** \_\_\_\_\_

**Vehicle Color:** \_\_\_\_\_

**License Plate #** \_\_\_\_\_

\_\_\_\_\_ **Date**                      \_\_\_\_\_ **Resident's Signature**

**Please be advised that this notification does not constitute approval for a long term guest, which is a guest staying over 30 days.**

\_\_\_\_\_ **Date Received**                      \_\_\_\_\_ **HMHPM Representative**                      \_\_\_\_\_ **Date Entered in Yardi**