

Pebble Creek Condominium Association, Inc.

**“Guest Occupancy” Form for Family & Friends  
OWNER/TENANT ABSENT FROM UNIT**

As the Community Association Manager (CAM) for the Association, we ask you to furnish our office no later than one week before the arrival of non-paying guests, or family who will occupy a unit in the absence of the owner or tenant. This information will be required by the CAM to allow us to maintain the Association’s records.

Guests and family are prohibited from bringing pets onto the property. Only primary owner can have a pet. Only registered guests may occupy the unit. They may not invite others to occupy the unit with them.

Please complete all questions:

Owner (s) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Res. Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ # Guests: \_\_\_\_\_

Guest or family member relationship to owner: \_\_\_\_\_

Please list names of ALL guests or family:

\_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Make of Auto: \_\_\_\_\_ State: \_\_\_\_\_ Rental: \_\_\_\_\_

Year: \_\_\_\_\_ License#: \_\_\_\_\_ Color: \_\_\_\_\_

**I/We certify that I/We have been provided a copy of the Association Rules & Regulations from the condo owner:**

Guest/family’s Signatures:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Please present this completed form to the Administrative Assistant upon arrival to obtain your parking permit. Evening and weekend arrivals should register with the Administrative Assistant on the next business day. Warning notices will be placed on all vehicles not displaying a valid parking permit.

**FOR MANAGEMENT USE ONLY:**

**2017 Form**

**Parking Permit Number:** \_\_\_\_\_ **Date of:** \_\_\_\_\_

## **Pebble Creek Rules and Regulations – 2017**

### **OCCUPANCY IN ABSENCE OF OWNER**

As stated in Section 12.2.1 of the Declaration: “If the owner and his family who permanently reside with him are absent from the unit and are not occupying it, and the unit has not been leased, the owner may permit his unit to be occupied by his guests only in accordance with the following:

- A) Any one (1) person, who is the parent, child, adult grandchild or sibling of the unit owner or of the unit owner’s spouse, if any, may occupy the unit in the absence of the owner for a period not to exceed thirty (30) days. That person’s spouse and children if any may accompany him. The total number of occasions for occupancy by all guests combined under this paragraph shall be limited to four (4) in any one (1) calendar year, with a maximum aggregate total of sixty (60) days.
  
- B) Houseguests not included within 12.2.1(A) are permitted for only one (1) family occupancy in the unit owner’s absence and then only with the proviso that the family and its guests consist of no more than six (6) persons. Such guests may stay only one (1) week and the total number of occasions for this type of guest occupancy in any unit shall be limited to two (2) in each calendar year.
  
- C) An owner desiring guest occupancy under (A) or (B) above shall give notice to the Association as provided in the Rules and Regulations.” In regard to the forgoing, the Board has adopted the following Rules and Regulations: The notice to the Association shall be as follows: If the unit is to be occupied by family or friends of the owner when the owner is not in residence, the owner shall notify the Administrative Assistant by completing the “Notification of Related Guest Occupancy” form, available at the gatehouse. The party shall also notify the Administrative Assistant of their arrival and departure.