

EAST LAKE WOODLANDS CONDO VII ASSOCIATION

<http://www.elwcondo7.com>

TRANSIENT OCCUPANCY INFORMATION

- This procedure applies to any temporary occupant of Unit where either the owner or lessee is not present at the time of temporary occupancy
- If the Unit owner or lessee is present, this process and form submission is not required

For the Safety and Security of all Condo VII residents, we are requesting this form be completed as follows:

Date of Request: _____

Arrival Date: _____ **Departure Date:** _____

Number of Visitors: _____ **Adults:** _____ **Children:** _____ **Pets:** _____ **Breed:** _____

List Names of all Visitors (Limit 4 adults): _____

Visitor Phone Number: _____

Vehicle(s) Make/Model: _____ **(Limit 2 vehicles per Unit)**

Requirements:

- 2 week advance notice required for BoD approval before visiting
- At least one visitor must be 21 years of age and must attach photo ID to this form at time of request
- No more than 6 persons (Sect. 11.1) per visit
- Visitor meets Board member at time of move in and provides same photo ID
- Received copy of Rules & Regulations, Pool Rules, etc.

Notes:

1. Noncompliance to these rules will result in revocation of temporary occupancy of the Unit
2. Any violation of Condo VII Rules & Regulations by visitors/tenants may result in a fine to the owner
3. This form is required for any occupancy less than 90 days per visit (per Sect. 11.15)
4. This process is allowed by owner (or contracted resident) up to four (4) times per calendar year unless pre-approved from Board of Directors

Owners Signature: _____ **Phone:** _____

Condo VII Unit Address: _____

Board of Director Approval: _____ **Date:** _____

Retain this copy for Compliance Committee