

Marina Bay Club

Sandcastle Community Management
9150 Galleria Court #201
Naples, FL 34109

Phone: (239) 592-1118

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REGISTRATION OF GUESTS AND HOUSEGUESTS: All persons occupying residences other than owners shall be registered with the Property Manager prior to the time of occupancy. **THIS INCLUDES ALL HOUSE GUESTS!** Guests are defined as any person (s) physically present **overnight** at the invitation of the unit owner, without payment of consideration. Occupancy by guests in the absence of the unit owner is limited to: **Family members - four (4) times per calendar year for maximum periods of (15) days per stay. Non Family Members – 4 people total, two (2) times per calendar year for maximum of 7 days per stay.**

GUEST NOTIFICATION FORM

ADDRESS: _____ UNIT _____

NAME OF OWNER/TENANT _____

NAME OF GUEST (S) _____

ADDRESS OF GUEST(S) _____

PHONE NUMBER _____

NAME OF CHILDREN (if any) _____

AGE OF CHILDREN _____

DATE ARRIVING _____ DATE LEAVING _____

House guests are subject to all rules and regulations of the Association. Owner/Tenant is responsible for all actions of their guest. Owner/Tenant and guest shall be jointly and severally liable for any violation of damages resulting from violation by the guest. It is the responsibility of the owner/tenant to provide the guest with a copy of the rules and regulations.

I certify that I have explained or provided a copy of the rules and regulations of the Association

OWNER/TENANT _____ DATE _____

PLEASE RETURN FORM TO MANAGEMENT COMPANY 10 DAYS PRIOR TO THE DATE OF EXPECTED ARRIVAL