

SANDAL COVE ASSOCIATION, INC.
GUEST INFORMATION FORM

This form is required for all guests staying in Sandal Cove units, including long-term stays, pet-sitting arrangements, and situations where an owner has multiple units. Please complete this form for any guest(s) staying in your unit for more than two weeks
Please complete all sections.

This is to authorize the following guest(s) to occupy and use my unit at Sandal Cove.

The following guest(s) will be staying in my unit:

_____ To watch my unit while I am away.

_____ To take care of my pet(s) while I am away.

_____ I own multiple units and am allowing this guest to stay in a unit I don't occupy.

_____ Guest is a relative or friend, and I am allowing this guest to stay at no charge.

I. UNIT & OWNER INFORMATION

Unit Owner _____ Building _____ Unit _____

Phone _____ Email _____

II. GUEST DETAILS

Guest Name(s) _____

Phone _____ Email _____

Number of Persons in Unit: Adults: _____ Children: _____

Relationship to Unit Owner: _____

Dates of Stay: From: _____ To: _____

III. CONTACTS & ACCESS

Name of Contact with Unit Key: _____ Phone: _____

Emergency Contact Name _____ Phone: _____

Vehicle Make/Model _____ Year _____ License Plate # _____

IMPORTANT NOTICE TO GUESTS

- Identification and background check: For stays exceeding two weeks, guests may be required to provide valid identification (such as a passport or state ID) and pay a fee for a background check.
- Rental Requirements: If the guest is paying to stay in the unit, they are considered a tenant and must complete a formal rental application prior to occupancy.
- Rules Compliance: By signing below, you agree to observe all community rules and regulations.

Guest Signature: _____ Date: _____

I certify that the guest(s) listed on this form are **not renting the unit**, and that **no rent, fee, or other compensation is being paid** to the unit owner or any other party for the use or occupancy of this unit during the dates listed above. This stay is a personal visit and does not constitute a rental under the Association's governing documents.

Unit Owner Signature: _____ Date: _____