# Policy on Guests at the Regency House

**Definition of Guests.** A Guest is any person who occupies a Unit at the invitation of a Unit Owner, <u>without the Owner in residence</u>, without payment of consideration, and who is not a Family Member of the Unit Owner. For the purpose of this Policy, "Family Member" means related by blood, marriage, or adoption. A partner or "significant other," and their children, who occupy the unit <u>with the Unit Owner</u> also qualify as Family Members.

    (a)    A Guest may occupy a Unit for no more than a total of 60 days in a rolling 12 month period.

    (b)    The Regency House Office must be informed of the name and identification of Guests that will be occupying a Unit for more than a one week period.

    (c)    At the request of the Manager or Board, Unit Owners must provide proof of familial relationship, an affidavit as to the absence of payment for the right to occupy the premises, or other satisfactory documentation regarding Guests or Family Members.

    (d)    Failure to comply with this policy will result in fines of $25 per day until full compliance with this Policy is obtained.

    (e)    Unit Owners are responsible for ensuring that their Guests abide by the Declaration, the Articles, the By-Laws, and the Rules and Regulations.

    (f)    Tenants (persons who are approved renters per the By-Laws) may not have overnight Guests when the Tenant is absent.

**Family Members.** A Unit Owner must submit a Family Member Registration Form for each Family Member who will be occupying a Unit for more than 60 days. The Unit Owner will be charged a $50 processing fee for background checks on each additional Family Member added to the original occupancy for the Unit. There is no restriction on the length of occupancy by registered Family Members.

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## REGENCY HOUSE GUEST REGISTRATION FORM

**Guest Name:** _____

**Contact Phone #s:**_____

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**Dates of Guest Occupancy:**_____
Limit of 60 days total per guest in a rolling 12 month period.

☐ **Permission to let Guest into unit if locked out.**

**Unit Owner Name:**_____ **Unit #:**_____

**Unit Owner Signature:**_____