

Non-Paying Guest Registration

Background: As most of you know, the board and/or our building manager (Brian) occasionally must make contact with residents, leaving notes in individual doors, in person, or via phone. Perhaps the water is going to be turned off, or car lights were left on accidentally. It may be that a rare emergency requires access to your Unit.

Some Owners automatically provide a board member or Brian with details about expected guests coming to stay when the Owner(s) won't be around. Because that has proven to be helpful to all concerned, all Owners are now being asked to do the same.

Your Board has added this verbiage to the Manchester building House Rules under General Occupancy:

1 (h) Non-paying Guests of Owners staying less than 30 days must complete and submit a Non-Paying Guest Registration Form to the Board no later than seven days prior to the start of the occupancy.

New Process: Starting June 1st, 2020, you must pre-register any overnight Guests who will be staying in your Unit when you will *not* be in residence yourself.

The Registration Form to be used is attached. It is similar to that used by other buildings in Town Shores. The completed form can be returned via email, via a photo you take with your cell phone, or via USPS mail, whichever is more convenient for you.

- If you have Internet access, you can go to the Manchester page of the www.TownShoresCommunity.com website and download a copy to save and use whenever you need it.

Details To Remember:

- There is no change in your ability to have Guests stay in your Unit.
- This new process applies to immediate family members too if you are gone.
- Guests staying more than 30 days and Renters must go through our Interview process where the required information is automatically captured.

With Hurricane Season upon us, knowing who is here/not here becomes a more pressing concern. If you have any questions regarding this new procedure, please contact any board member or Brian Tascarella, our buildings manager.

Your cooperation is greatly appreciated.

- *The Manchester Board*

Town Shores of Gulfport #214, Inc.
Manchester Building
Non-Paying Guest Registration Form

The following information must be provided to your Association any time Guest(s) will occupy your unit in your absence. No less than seven days before the arrival of your Guest(s), this form must be completed and delivered to any member of the Manchester Board of Directors or received by mail at:

Town Shores of Gulfport #214, Manchester Building, 3210 59th St. S., Gulfport, FL 33707*
 *Please call (727) 248-3136 with questions

PRINT NAME OF UNIT OWNER(S): _____	
UNIT #: _____	PARKING SPACE #: _____
The following Guest(s) will be occupying this unit from :	_____ / _____ / _____ to: _____ / _____ / _____ MM DD YR MM DD YR
NAME(S) OF ADULTS:	_____

NAME(S) OF CHILDREN	_____ AGE: _____
	_____ AGE: _____
	_____ AGE: _____
GUEST EMERGENCY CONTACT INFORMATION:	
NAME: _____	PHONE: _____
VEH MAKE:	COLOR: YR: TAG#: ST/PR:

I hereby state that I agree to the following conditions:

1. I have advised my Guest(s) and have provided them with a written list of all rules and regulations as they pertain to the above unit and to the community.
2. As a unit Owner, I remain responsible for all obligations of ownership as set forth under the terms and conditions of the Declaration of Condominium, Articles of Incorporation, and By-Laws of the Association.
3. I will be held responsible for any and all actions of my Guest(s). I have provided them with Guest tags and will inform them that they must carry their tags at all times while on Town Shores property.
4. I certify that compensation has not been paid relative to the occupancy of my unit.

Signature of Unit Owner	Date
Signature of Unit Owner	Date

For Association Use Only Date Rec'd _____
--