

Master Apts., Inc.
Unaccompanied Guest Registration Form

Shareholders (primary residents only) must complete this Registration Form (the information for both the shareholder and the guest) and forward the completed form and photo ID for guest(s) to Grazyna Cyprys for approval at least 5 business days prior to arrival of the Unaccompanied Guest(s).

Upon arrival, the Unaccompanied Guest presents identification, signs the Registration Form and acknowledges that s/he has read and will comply with the pertinent House Rules.

Today's Date: _____ Apt #: _____

Dates of stay: from _____ to _____ # of Days: _____

Number of Guests: _____

Shareholder Information:

Name: _____

Phone # where you can be reached while away: _____

Email address: _____

Address while away: _____

Guest Information:

Name(s): _____

Best Phone # to reach you during your stay: _____

Email address: _____

Home address: _____

Unaccompanied Guest Guidelines as per the Sublet and Guest Policy:

- a. The Shareholder may not charge a fee to Unaccompanied Guests.
- b. Unaccompanied Guests stays may not exceed 30 days.
- c. The Shareholder must make prior arrangements to provide the Unaccompanied Guest with a key. Staff are not permitted to give an Unaccompanied Guest a key from the KeyTrak system.
- d. The Shareholder is responsible for any damage caused by the Unaccompanied Guest(s).
- e. The Shareholder must review pertinent House Rules with the Unaccompanied Guest(s) which are listed on the reverse side of the registration form.
- f. Unaccompanied Guests are allowed Visitors **only** if the Unaccompanied Guest(s) are present. All Visitors must be announced by the Front Desk staff.
- g. Unaccompanied Guests are not permitted to bring pets, with the exception of a service dog.

I agree to comply with the guidelines listed above and House Rules listed on the reverse side of form.

Shareholder
Signature: _____
(typed name acceptable in lieu of signature)

Unaccompanied Guest
Signature(s): Guest 1 _____

Guest 2 _____

Date: _____

Verification of Guest Photo ID: Type of ID _____ Staff Initials: _____

Acknowledgement of/Agreement to Comply with House Rules (to be completed upon arrival.)

I agree to abide by the following pertinent House Rules during my stay, which include:

1. **Residents shall not make or permit any disturbing noises in the building** or do or permit any activities that might interfere with the rights, comfort or convenience of other Residents. However, pursuant to case law applicable to New York City, residents may make reasonable noise – for example, sing, play a musical instrument, listen to music, or watch television or movies – between the hours of 8 a.m. and 11 p.m. Residents engaging in these activities should be mindful of volume after 9 p.m. and responsive to complaints from neighbors and adjust the volume accordingly. Residents bothered by noises deemed reasonable should take reasonable measures to minimize impact, such as soundproofing or using earplugs. See Procedure regarding Resident Issues Between and Among Neighbors, Appendix A, and posted at masterapts.com.

7. Smoking is ***prohibited by law*** in all public areas of the building and outside the building within 20 feet of any public ingress/egress door. Smoking is also prohibited in all staff rooms in the basement.
Smoking is ***permitted*** only in individual apartments occupied by Shareholders provided the Shareholder is able to successfully control smoke and smoke odors from entering the hallway and other apartments via the ventilation and radiator systems. All subleases must contain a “No Smoking” provision.
Requirements regarding measures to be taken and penalties for failure to comply with this rule are detailed in the Smoking Policy, Appendix B, and Charges, Fees and Penalties online at masterapts.com.

8. **Toilets, sinks, tubs and other plumbing fixtures in the building shall not be used for any purposes other than those for which they were constructed**, nor shall any sweepings, rubbish, coffee grounds, cat litter, acid, alkaline, caustic or other corrosive cleaners or materials be disposed of therein. Any damage resulting from misuse of any such fixtures shall be paid for by the Shareholder in whose apartment it has been caused. The installation of Washers and Dryers must be approved by Management and installed in accordance with the Washer/Dryer Guidelines, Appendix C and posted online at masterapts.com.

9. The **public halls and stairways of the building shall not be obstructed** or used for any purpose other than ingress to and egress from apartments.

15. **Residents must wrap garbage in sealed plastic bags** and dispose of refuse and recycling from their apartments only in the appropriate bins in the garbage closets on each floor.

26. **Trunks, heavy baggage and furniture shall be taken in or out of the building only through the service entrance, unless expressly permitted by Management.** See Move-in, Move-out Guidelines, Appendix G, and posted online at masterapts.com.

31. **Vehicles** belonging to Residents or to a Resident’s family, guests, or employees **are not permitted to be parked in such manner as to impede or prevent ready access to any entrance of the building** by another vehicle.

Guest(s) initials: _____