

## Procedure for Registering Guests

### **1-Shareholder/Subtenant: Procedure when Guests are visiting While Shareholder/Subtenant is present:**

Shareholder/Subtenant completes the Guest Registration Form at the Front Desk (Attachment I).

Rationale: this provides a record of guests staying in the building, should the guest be entering the apartment building apart from the shareholder or subtenant during their stay. This provides the Concierge with confirmation that the guest is authorized to be in the building.

It is also very helpful for the guest to be introduced to the Concierge when possible; however, since the Concierge on duty changes from shift to shift, having documentation at the Front Desk facilitates the guest being able to enter the building without difficulty.

### **2-Shareholder (Primary Resident): Procedure for Registration of Unaccompanied Guests**

Shareholder completes the Unaccompanied Guest registration form a minimum of 5 days before the guest arrives and forwards it along with photo ID of guest(s) to Grazyna Cyprys at the onsite Orsid office. This form is available at the Front Desk and available at the Master Apts., Inc. website:

[http://masterapts.com/wp-content/uploads/2011/11/Unaccompanied-Guest\\_Sublet-Registration-Form\\_08.2016\\_final\\_fillable.pdf](http://masterapts.com/wp-content/uploads/2011/11/Unaccompanied-Guest_Sublet-Registration-Form_08.2016_final_fillable.pdf)

Shareholders who are primary residents may have unaccompanied guests 4 times per year, for periods of 1 to 30 days. Owners of pied-a-tierres are not permitted to have unaccompanied guests. Unaccompanied guests are friends or relatives of the shareholder and may not be charged.

If a Shareholder has already used up their allotted # of stays for the year, the shareholder will be informed that the stay is not approved. If approved, the registration form is placed at the Front Desk.

Upon arrival, the Unaccompanied Guest presents a photo ID to the Concierge. The guest signs the Registration form and initials the agreement that he/she will comply with the House Rules during the stay.