

# The Master Apartments, 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: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

Dates of Stay: from \_\_\_\_\_ to \_\_\_\_\_ # of Days: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

### Shareholder Information:

Name: \_\_\_\_\_

Phone Number 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:

- 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.
- c. The Shareholder is responsible for any damage caused by the Unaccompanied Guest.
- d. Smoking is prohibited.
- e. The Shareholder must review pertinent House Rules with the Unaccompanied Guest which are listed on the reverse side of the registration form.
- f. Unaccompanied Guests are allowed Visitors **only** if the Unaccompanied Guest(s) is 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.
- h. Unaccompanied Guest are not allowed to play musical instruments or sing during their residency.

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 Relevant House Rules (upon arrival)**

Being the guest of your friend or relative who is a shareholder here is no different than being a considerate guest of any place you are invited to visit. The Master Apartments is comprised of a large number of studio apartments and everyone's actions have a more immediate impact on the surrounding apartments. Therefore, please keep this in mind during your visit. All residents of the co-op are required to observe a set of House Rules to make living in close proximity to one another manageable. These House Rules apply to guests as well. The key points from House Rules that pertain to guests, in addition to the guidelines listed on the first page, include:

- **Vehicles**  
If you are arriving/departing by car, you cannot park your car in front of the building in such manner as to impede or prevent ready access to the entrance of the building by another vehicle.
- **Use of the common hallways/front doors to apartments.**  
Umbrellas, boots, strollers, or any other items are not to be stored in the hallways. The front door to each apartment is to be kept closed other than when entering or exiting. This helps to lessen the degree to which noise and cooking aromas travel through the floor. The front door is not to be propped open to enhance cross ventilation.
- **Noise**  
The NYC Noise Code permits making reasonable noise (listening to stereo, TV, etc.) between the hours of 8am – 11pm, but residents and guests should be considerate and lower volume after 9pm. However, if you are notified that your activities are disturbing to those in neighboring apartments, you are to be responsive and make adjustments accordingly.  
There are specific guidelines for playing of musical instruments or singing in apartments. Your host will advise you of any special arrangements that have been worked out with neighbors or the specific hours permitted if complaints arise.
- **Disposal of Garbage and Recyclables**  
All garbage is to be wrapped in tightly sealed plastic bags before being disposed of in the appropriate bins in the garbage closets on each floor. All recyclables are to be rinsed so that they are free of liquids and/or food particles prior to being recycled.
- **Plumbing**  
The Master Apartments was built in 1929. Our plumbing infrastructure is aging. Common sense should prevail and it is essential that nothing that could clog sink drains or toilets should be discarded via these fixtures.

I agree to comply with these House Rules during my stay at the Master Apartments.

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Guest Signature

Date