



GUEST AUTHORIZATION FORM

This is to authorize the following guest (s) to occupy and use my unit located at Tower ____ Unit ____ for the period covering from _____ to _____.

Name of Guest(s)	Signature of Guest(s)	Proof of Identification	Relationship with Unit Owner

This is to certify that I have oriented my guest(s) on the existing house rules and regulations of the Condominium Corporation (including some of the most applicable house rules itemized below) and that any violations that will be committed by my guest(s) will be my liability to the Condominium Corporation.

Given this ____ day of _____, 20__.

Signature over Printed Name of
Unit owner or Authorized Representative (with SPA)

HOUSE RULES AND REGULATIONS:

1. Unit owners, tenants and/or their guests are not allowed to house or keep pets of any kind in the project, even on temporary basis.
2. Except for designated smoking areas, smoking is strictly prohibited within the project.
3. Swimming pool may be used by the authorized guest(s) provided they pay the corresponding fees (Php 150.00 for REGULAR days and Php 300.00 for HOLIDAYS. Posted swimming pool rules and regulations shall be strictly followed by all authorized guests.
4. Usage of other amenities is subject to applicable fees, except for those that are for exclusive use of registered unit owners/ residents (e.g., gym, student lounge).
5. Parking accommodation will not be provided to the guests by the Condominium Corporation.

GUEST HANDLING POLICY AND PROCEDURE:

1. The Guest Authorization Form (GAF) should be filled out by the unit owner or authorized representative, issued with a Special Power of Attorney (SPA).
2. The GAF should be submitted at least one (1) day prior to the arrival of guest.
3. At least one (1) valid proof of identification (Copy of the passport for foreigners) of the guest/s should be presented and used as an attachment for the GAF.
4. The guest shall not be allowed to move in unless the GAF is submitted and acknowledged by the Property Manager.
5. The unit owner / authorized representative is responsible for the welfare of the guest/s during the duration of the stay inside the unit.
6. For security and safety purposes, guests will go through bag check procedures upon arrival at the project.
7. For safety and security purposes, the residential units shall not be used as an office, recruitment agency, teaching facility of any sort, shop, manufacturing facility, boarding house, dormitory, transient or other "bed space type" establishment.
8. All unit owners, tenants, and/or residents of the building, guest, building personnel, contractors and service providers are REQUIRED to follow and comply with the governing House Rules and Regulations to avoid property and personal risk as well as inconvenience as a consequence of violation/s of the provisions of the House Rules.