

Guest Registration and Rental Parking Permit Application rev 2/1/18

Ocean Vistas Condominium 1925 S. Atlantic Avenue, Daytona Beach Shores, FL 32118 oceanvistasHOA@gmail.com

Even though you probably already completed forms for your landlord or rental agent, we require that every guest staying in our building complete this form for our records. This form is also your application for up to two parking passes in our garage. Even if you were told that you can park in your unit owner's parking space, you still need a parking permit displayed on your car's mirror. Towing is strictly enforced. If one or more of your vehicles is a motorcycle, please exchange these car parking permits with the Concierge before noon of the first weekday you are on the property and we will give you motorcycle pass(es). Welcome! We look forward to meeting you.

INSTRUCTIONS: Download this form. It is a PDF form that you can read and fill out using your computer then email back to us. **Fill out every line. Note that the form is not self-saving. You need to save the changes you make to it before emailing it back to us. If you don't save it we will receive a blank form!**

UNIT #: _____ ARRIVAL DATE: _____ DEPARTURE DATE: _____

FULL NAME OF THE PRINCIPAL GUEST WHO ACCEPTS RESPONSIBIITY FOR THE UNIT AND FOR ABIDING BY THE RULES AND REGULATIONS: _____

Please list **ALL** of the occupants of the unit including children (For adults indicate "adult". For children, indicate their ages. **Check here** **if anyone in your party needs rescue assistance in a fire or evacuation:**

Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____
Full Name: _____	Age: _____

Permanent Address of Principal Guest: _____

(Include street address city, state and zip code)

Phone Number Where We Can Reach You **Before** You Leave Home; _____

Phone Number Where We Can Reach You While You Are Here: _____

Indicate Your Email Address: _____

Please add us to your address book so important notices aren't sent to spam!

We Rented This Condo Unit From: _____

We Learned About This Condo Unit From: _____

Are You Bringing a Pet? _____ How Many? _____ Indicate breed and **approximate weight** for each.

Pet # 1: _____ Is this a legally qualified service animal? _____

Pet #2: _____ Is this a legally qualified service animal? _____

Before the date of arrival you must email to us a scan of each pet's immunization record or your pet cannot stay.

List EACH Vehicle You Plan To Park On Premises:

Vehicle #1: MAKE: _____ MODEL: _____ Color: _____ State: _____ Tag #: _____

Vehicle #2: MAKE: _____ MODEL: _____ Color: _____ State: _____ Tag #: _____

I hereby acknowledge that I have received a copy of the Ocean Vistas Renter Packet (and if the rental agent or landlord is completing this for the renter, that the person completing this form will see that the renter receives this information which includes the Rules and Regulations) which I can download from the same page as I downloaded this form, and that I will obey all of the rules and regulations of the condo. I will take full responsibility for the actions of the remainder of those in my party as well as any guests I invite into Ocean Vistas. I understand that I will be held liable for damages, disturbances, or any other improper action that occurs as a result of my occupancy of these premises. I will inform all occupants and guests that they are required to reveal their name and unit number to any Ocean Vistas staff member or security officer when asked, and failure to do so may result in eviction or arrest for trespass. By typing my name into the signature box below, I am affixing my signature to this form.

Signature (type your name)

Date

Be sure to **SAVE** the form after filling it out on your computer. It is not self-saving.

Email it promptly to our Concierge at OceanVistasHOA.com.

If we don't receive a Registration Form properly filled out by 12:00 noon on the last business day before your check in, your parking passes will not be ready and you will not be able to park in the garage until the next business day when you complete the registration form. If you complete this form and submit it on time, your parking passes will be waiting for you upon arrival. If you have more than two vehicles, there is free parking on the street nearby. Trailers are not allowed in the garage. The concierge can direct you to a local church that allows oversized vehicle and trailer parking on their property for a donation.

If you have any questions please call the Concierge. Our phone number is 386-253-2678. Begin displaying your parking passes immediately while in the garage. Read the Rental Packet for parking and other rules and regulations before arrival.

If you have a state issued Handicap Permit, please also display your Ocean Vistas parking pass. Park your second vehicle in your unit's numbered space only, not in an unnumbered space.

Did Your Rental Agent or Landlord Arrange To Give You A Tour of the Facility Upon Arrival? _____

Attention Returning Guests: Guests no longer complete the Registration Form and pick up parking passes at the Concierge desk. We have gone digital. The way you register and obtain parking passes is by completing this form and emailing it to us. In the past we gave guests 24 hours to pick up and begin displaying parking permits. Under our new system, you receive parking passes upon arrival and we tow cars without a parking permit so be sure to apply for your parking passes before the deadline so they are ready for you upon arrival.

IMPORTANT: If anyone in your party needs rescue assistance due to a disability that makes them unable to descend the stairs in a fire, Indicate that fact here and we will add their name and unit number to the list of people for the fire department to assist. This information is kept confidential. Elevators are not available in a fire. Our building is fully sprinklered, even within your unit and evacuations are rare.

Person #1: _____ Person #2: _____ Person #3: _____

If you are unable to email this form back to us, get it to us by any means. We will send a confirmation if it is emailed to us.

Do Not Write Below This Line—For Concierge Use Only

Parking Permit Issued: _____ By: _____

Parking Pass Placed in Owner's Box On: _____

Pass #: _____ Pass #: _____

Motorcycle Pass or other information here: _____
