

THE CAPES HOMEOWNERS ASSOCIATION, INC.
NOTIFICATION OF UPCOMING GUESTS/RENTERS

Capes Homeowners should use this form to notify management of upcoming guests (both renting and non-paying) who will be occupying the home without the presence of the homeowner.

PLEASE TYPE OR PRINT LEGIBLY ~ COMPLETE ALL REQUESTED INFORMATION

OWNER/PROPERTY Information

Name _____ Phone # _____

Email Address _____

Capes Address _____

GUEST/RENTER Information

Guest's Name: _____

Arrival Date: _____ Departure Date: _____

Acknowledgement

By signing this form below, I acknowledge all of the following:

- The party referenced above will be a ____ paying guest/renter ____ non-paying guest (choose one)
- As the Homeowner of the property referenced above, it is my responsibility to provide all guests with a copy of the Capes Rules for Renters and Guests, and to ensure that they are familiar with all applicable Conditions, Covenants and Restrictions (CC&Rs) of the community.
- Any and all problems specific to the property listed above that a guest may experience while visiting (malfunctioning appliances, internet/telephone outages, burned-out light bulbs, etc.) are the responsibility of the Homeowner, and should be reported to me, as the Homeowner, directly. The Capes Homeowners Association, Inc. is not responsible, nor should they be contacted by a guest/renter in regards to these matters.
- All guests must register with The Capes Manager either prior to or upon arrival at The Capes, and it is my responsibility to make sure that all guests/renters are aware of the registration process.
- It is my responsibility as the Homeowner to notify each guest that they must have adequate insurance to cover any accidents or injuries that may occur while staying at The Capes, and that in the event of any such accident or injury, The Capes Homeowners Association, Inc. shall be held harmless.
- As the Homeowner, I am responsible for any and all fines incurred for CC&R violations by my guests and/or renters.

Signature _____ Date _____

**RETURN THIS COMPLETED FORM TO THE RESIDENT MANAGER'S
OFFICE (605 CAPES DRIVE) PRIOR TO YOUR GUEST'S ARRIVAL AT THE CAPES.
A DROP BOX IS AVAILABLE AFTER-HOURS.**