

A **Guest** is when there is **NO monetary exchanged**. A Renter is when you have a lease signed.

WINDWARD EAST CONDO ASSOCIATION

3060 North Atlantic Avenue #1000
Cocoa Beach, Florida 32931
Phone: 321-783-6592 (Fax is Same Number)
Email: Windwardeast@cfl.rr.com

Unit # _____

Received ____/____/____

GUEST INFORMATION FORM

THE FOLLOWING INFORMATION IS REQUIRED AS AN AGREEMENT WITH THE BOARD OF DIRECTORS OF WINDWARD EAST

A **\$25 Fee** will be charged to the unit owner if this Guest Information Form is not completed and submitted to the condominium office within one (1) working day of occupancy. Additional penalties may be assigned to the owner if the renter fails to observe the restrictions listed below.

NAME OF GUEST _____ UNIT RENTED _____

FAMILY RELATIONSHIP _____ LENGTH OF STAY: FROM _____ to _____
(Month, Day, Year)

MAKE OF CAR ** _____ COLOR _____ LICENSE ** _____ STATE** _____

PHONE NO. (____) _____ HOME ADDRESS _____
Street City State Zip Code

COMMON KEYS# _____, _____, _____ **Emergency Contact Phone Number: (____) _____

EMAIL ADDRESS: _____@_____ (Include this if you would like to be added to the monthly newsletter mail out by email.)

IF STAY IS LONGER THAN 60 DAYS, INDICATE IF YOU WANT YOUR NAME ON THE TELEPHONE CALL BOARD (Elevators) _____.

**LIST BELOW ALL MEMBERS OF THE FAMILY AND AGES OF CHILDREN, WHO WILL BE RESIDING IN UNIT.

**	_____	**	_____
Name	Age	Name	Age
**	_____	**	_____
Name	Age	Name	Age

PET INFORMATION: Number of _____ Type _____ Weight _____

(Pets are limited to one per unit not to exceed 30 lbs maximum)

USE RESTRICTIONS: ** 2 bedroom units: four (4) occupants; 3 bedroom units: five (5) occupants; 1 bedroom units: only two (2) occupants. Only two (2) occupants in any two or three bedroom units may be under the age of twelve (12) years. Manager's office is to be notified of guests whose stay exceeds 24 hours.

NO SUB-LEASING PERMITTED: Person signing the lease must be the occupant. Only one rental per 30 day period allowed. If a company rents a unit for several months, only one family per 30 day period may occupy the unit. Two different family occupancies in the unit within a 30 day period is considered SUB-LEASING and is NOT permitted under the Condominium Documents.

NEW ARRIVALS/RENTERS/LESSEE'S MUST REGISTER AT THE OFFICE UPON ARRIVAL.

THE UNDERSIGNED GUEST/LESSEE HAS RECEIVED, READ, UNDERSTANDS, AND AGREES TO ABIDE BY THE WINDWARD EAST DOCUMENTS AND RULES AND REGULATIONS AND ANY MISREPRESENTATION OR VIOLATIONS MAY RESULT IN THE CANCELLATION OF THIS RENTAL AGREEMENT.

Signature of Lessee/Guest

Date

***Was Office Closed When you completed this form? YES NO