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## IMPORTANT NOTICE

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JUNE 1, 2008

*Please be advised that no shareholder or tenant is permitted to have guests reside in their apartment for more than **thirty days** in any given year if they are not in the apartment with them. Permission must be granted by the The Lovett Company, LLC or its agents in writing in order for you to permit the guest to enter the apartment. A picture identification must be presented to you before you can let them in and the picture identification must match the name on the guest form.*

*Please be further reminded that no lobby attendant is permitted to approve the "Guest Form." Approval to permit you to allow the guest to enter the apartment must be in writing and must contain both the Superintendent's and the Managing Agent's signatures. No other signature will be allowed.*

*Furthermore, if you are requested to provide keys to the guest, you must require that the keys be placed in a sealed envelope with the name of the guest(s). The guest must sign the book indicating receipt of the key(s). If keys are not placed in a sealed pouch or envelope, you are not to accept them from the resident and/or shareholder.*

*These instructions are imperative in order to prevent abuse of the guest policy.*

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# GUEST AUTHORIZATION REQUEST FORM

200 EAST 16TH STREET HOUSING CORPORATION

*The Lovett Company, LLC*  
REAL ESTATE MANAGEMENT

Shareholder(s) Name(s): \_\_\_\_\_ Apt. # \_\_\_\_\_

I/We request that the following person(s), "Guest(s)," be permitted temporary unaccompanied access to my/our apartment:

Print name of Guest(s): \_\_\_\_\_

For the period beginning (arrival date): \_\_\_\_\_ and ending (departure date): \_\_\_\_\_

I/we agree to the following conditions:

- No access will be permitted before or after the dates set forth above
- I/We shall be fully liable to any and all persons for the acts of such Guest(s)
- The Guest(s) shall be subject to the same rules, regulations, and lease obligations for occupancy as is Shareholder
- The desk attendant may confirm the identity of the Guest(s) in any reasonable manner, including requesting picture identification, and may deny access if such ID is not provided, even if apartment keys are held by such person
- Guest(s) are not paying Shareholder money or providing anything of value, rent or otherwise, in exchange for access to the apartment
- I/We release 200 East 16th Street Housing Corp., its employees and/or agent from any and all claims of loss or damage in connection with the presence of such Guest(s) in the apartment
- Unaccompanied access shall be denied to the Guest(s) if any of the foregoing conditions are not met or agreed to at any time, and 200 East 16th Street Housing Corp. shall be sole judge of whether or not all conditions are met.

KEYS (check one)

I/We will provide keys to the front desk along with this agreement in a clearly marked envelope with Guest(s) name and my/our apartment number for Guest(s) upon arrival.

I/We will not provide keys to the front desk for my/our Guest(s)

Signed (Shareholder(s)) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Doorman to initial here ONLY IF KEYS HAVE BEEN LEFT for Guest(s)

Management Approval by \_\_\_\_\_ Date \_\_\_\_\_

**THIS FORM MUST BE FAXED TO THE LOVETT COMPANY**