



## Guest Request Form

**Please note that this form is only required in situations where a guest is staying overnight for more than four (4) consecutive nights, or stays overnight for shorter periods of time, but on a recurring and regular basis.**

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Guest Name(s): \_\_\_\_\_

Guest Address(s): \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Phone: \_\_\_\_\_

Do They:  Rent  Own  Live w/Friends or Family  Without Accommodation

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Is this the first visit for this guest?  Yes  No

Does this guest visit overnight on a regular basis:  Weekly  Monthly

Please indicate the number of nights per month this guest stays overnight. \_\_\_\_\_

Please check the nights that this guest typically visits:

Mon  Tues  Wed  Thu  Fri  Sat  Sun

Will a car be parked overnight in visitor parking?  Yes  No

If yes, please provide the following vehicle information: Make: \_\_\_\_\_ Colour: \_\_\_\_\_

License # \_\_\_\_\_

**This form must be submitted within three (3) business days from the arrival of the guest and it is subject to the approval of the Property Manager. The Guest Policy is covered in Section 14 of your Lease Agreement.**

**The GSHC Guest Policy is not intended in any way to restrict the right of the residents to have guests. It is, however, intended to avoid misunderstandings. This information helps us to maintain the integrity of the Rent-Geared-to-Income program, by ensuring that rent subsidies are provided to those who qualify.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant(s) Signature

\_\_\_\_\_  
Tenant(s) Signature