

# Key West Golf Club Homeowners' Association, Inc.

305 Whitehead Street Key West, Florida 33040  
305/296-0556 305/293-0251 facsimile [www.kwgchoa.com](http://www.kwgchoa.com)

## UNIT USE NOTIFICATION

**Occupancy by Lease** or  **Gratuitous Guest**

Property Address \_\_\_\_\_ Property Owner \_\_\_\_\_  
Owner Ph#: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Property Mgmt Ph#: \_\_\_\_\_ Emergency (24 Hour) Ph#: \_\_\_\_\_ (required)  
Prop Mgmt email: \_\_\_\_\_

Guest(s) named on lease: \_\_\_\_\_  
Additional occupants: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Guest phone: \_\_\_\_\_

Tenant/guest Email **required** (please print) \_\_\_\_\_

Number occupants \_\_\_\_\_ \* 4 guests maximum in a 2 bedroom unit 8 maximum in a 3 or 4 bedroom unit \*

Pets:  Yes  No If Yes \* breed: \_\_\_\_\_

Note: All Properties located within the Key West Golf Course HOA are limited to a maximum occupancy, number of persons, per the governing documents; "persons" includes adults, children and infants.

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

**Vehicles:** Commercial vehicles or commercial lettering is not allowed; no trailers, boats, jet skis or motor homes are allowed. Two (2) vehicles per unit, passes or decals are issued upon arrival at the Guard House. If rental, write rental and info will be collected upon arrival.

Make \_\_\_\_\_ model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ license # \_\_\_\_\_ Decal# \_\_\_\_\_

Make \_\_\_\_\_ model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ license # \_\_\_\_\_ Decal# \_\_\_\_\_

I attest that the Rules and Regulations of the Association have been provided and explained to the guest(s) and that the guest(s) have agreed to abide by these Rules and Regulations. The owner/owner agent agrees to enforce those Rules & Regulations up to and including requiring a registrant to vacate the premises immediately for violations and reimbursement of damages caused to any common property.

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Owner or Management Signature

### TO BE COMPLETED BY THE HOA

Accepted:  Key West Golf Club Homeowners' Assn. Inc.

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

Rejected:  \_\_\_\_\_

Guard: \_\_\_\_\_