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## IMPO RTANT NOTICE

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April 22, 2025

*The Guest Policy currently permits a shareholder or tenant to have guests reside in their apartment for no more than thirty days in a calendar year.*

*Effective immediately, the Board of Directors has agreed to amend the Guest Policy to allow a guest to stay in a shareholder's apartment for no more than sixty (60) days in a calendar year; however, no guest shall stay more than thirty (30) consecutive days.*

*As before, permission must be granted by Orsid Realty Corp., or its agents in writing in order for building staff to permit the guest to enter the apartment. Please be further reminded that no lobby attendant is permitted to approve the Guest Form. A picture identification, matching the name on the guest form, must also be submitted with the Guest Form and presented upon request by the building staff.*

*Furthermore, if your guest will not have keys to your apartment, you are required to leave a set of keys in a sealed envelope with the name of the guest(s) with the doorman. Building staff will not give out keys without your written authorization.*

*We thank you for your cooperation and understanding.*

—THE BOARD OF DIRECTORS

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200 EAST 16TH STREET HOUSING CORPORATION

# GUEST AUTHORIZATION REQUEST FORM

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 \_\_\_\_\_