

Guest Pass & Sticker procedures:

- 1- We require Updates information for all- Lease with every person in the unit not just the adults, All Insurance for drivers, Drivers Licenses, and Registrations and they must be up to date- **NO EXCEPTIONS****
- 2- If you have more than 5-6 passes within a short time or call continually for passes we have flagged the folder- At this point, we are doing a complete audit of the folder- comparing each pass to make sure it's not the same vehicle and that someone is not trying to have more than the allotted vehicles on the property.**
- 3- NO MORE putting items on the Owners account. You must pay at the time of services. We only accept Checks or Money orders in the office- This also has **NO EXCEPTIONS** (we found that many owners did not approve this, and items were not paid)**
- 4- ANY "Guest" Pass will not be more than 7 days and NEVER back-to-back passes unless there is an emergency situation or the situation has been approved by a higher up manager.**

Each Property is different, and each BOD has their own set of rules per their properties so **ANY TIME A GUEST PASS OR STICKER IS TO BE GIVEN CALL ONE OF THE FOLLOWING:**

- VICTORIA KELLERMAN- RECEPTIONIST**
- SUSIE GOSSELIN- ASSISTANT**
- LALONI WIKEL- OFFICE/ASSISTANT MANAGER**
- NARYI ESCUDERO- FINANCIAL MANAGER**