



****** SAMPLE USED IN DESC PROPERITIES ******

Visitor Policy

Visiting Hours: 8 AM to Midnight (no entrances after 11 PM)

The maximum number of guests is two during visiting hours and one for overnight guests. The number of times a resident may bring in visitors during a day, or the number of times a particular non-resident may enter the building during a day, may be limited by staff. Staff also reserves the right to bar non-residents from entering the building at all.

When visitors arrive to see you

You will be notified by visitors asking for you between 8 AM and 11 PM only. Visitors are expected to know your name and room number; this information will not be released by staff. You are also expected to know your visitors and not bring strangers into the building.

If you choose to receive a visitor, your guest will wait outside the front door until you arrive. Your guest will not be allowed to wait in the lobby for you to arrive. You must check in your guest at the front desk and your guest must turn in a valid government-issued picture I.D. for the duration of the visit.

When you have visitors in the building

You are responsible for your guests while they are in the building. It is also your responsibility to inform your guests of the building policies. Problems occurring in the building related to you and/or your guests may result in restrictions on your ability to have additional guests for a period of time, and may result in the particular guest being barred from the building.

All guests, including overnight guests, are to be escorted by you at all times while visiting in the building. They are never to be left unaccompanied in the building. At any point that you leave the building, or leave your unit for any period of time your guest must accompany you and is not to be left in your unit. If you and your guest desire to visit another resident's unit in the building, you should arrange with the other resident to sign out the resident from your unit and into the other resident's unit. You may not allow a guest to go elsewhere in the building without you.

When your visitors leave

All guests must be escorted to the front desk and you must check them out and ensure that they leave the building. I.D. will be returned at this time. Guests should not leave their I.D. behind when they are not in the building.

Overnight visitors

An overnight guest is any non-resident you have in the building after visiting hours regardless of how long the person stays. You may have one overnight guest per night for up to three nights a week. Overnight guests will not be allowed during the first 30 days of your tenancy. Staff reserves the right to not allow a resident to have overnight guests or a non-resident to stay in the building overnight.

Resident

Date