



Estimated Vacate Date: \_\_\_\_\_

# GUEST CHECK-IN

Phone: (760) 371-1364

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Email: [info@temporaryviphousing.com](mailto:info@temporaryviphousing.com)

NAME:		EMAIL ADDRESS:	
STREET:		LIST ALL ADDITIONAL OCCUPANTS:	
CITY:		CHILD(Y/N) _____	
STATE & ZIP:		CHILD(Y/N) _____	
CELL PHONE: <small>NEEDED FOR LOCAL CONTACT</small>		CHILD(Y/N) _____	
CHILD(Y/N) _____		CHILD(Y/N) _____	
OFFICE PHONE:	EMPLOYER:	DRIVERS LICENSE#:	STATE:
CAR-MAKE/MODEL/COLOR:			YEAR:
DO YOU SMOKE? Y      N	DO YOU HAVE ANY PETS? Y N <small>**IF SO, COMPLETE THE PET ADDENDUM FORM</small>	Payment Method: Cash   Check   C.C.   Direct Billing	
SSN#:	HOW DID YOU HEAR ABOUT US?		
<b>**PLEASE INITIAL TO AUTHORIZE ENTRY FOR HOUSEKEEPING SERVICES (if applicable) _____</b> <b>Scheduled housekeeping (completed by front office) Day: _____ Time: _____</b>			
<b>**PLEASE INITIAL TO AUTHORIZE MAINTENANCE TO ENTER YOUR UNIT IF SERVICE IS REQUESTED AND YOU ARE NOT PRESENT____, OR WE CAN SCHEDULE A SPECIFIC TIME FOR YOU DURING OUR NORMAL BUISNESS HOURS.</b>			
<b>CREDIT CARD AUTHORIZATION: <small>** (Optional billing Method)**</small></b> By signing below I, _____, do hereby authorize VIP Housing/Villa Capri to charge my Credit Card for Housing. C.C#: _____ Exp.: _____ CID# _____ at the rate of: \$ _____ [per day / week / month]			
SIGNATURE: _____		DAILY / WEEKLY / MONTHLY RATE:	
<b>RETURN ALL KEYS TO THE OFFICE UPON VACATING</b> <b>***RENT WILL ACCRUE UNTIL ALL APARTMENT KEYS ARE TURNED IN.***</b>			
<b>***To be completed by the main office***</b>			
Check in:	Check out:	Location:	Total:
Check in:	Check out:	Location:	Total:
Check in:	Check out:	Location:	Total:
Check in:	Check out:	Location:	Total:
Check in:	Check out:	Location:	Total: