



OCCUPANCY CERTIFICATE REQUEST

Form 1

Owner / Owner's agent making request:

Unit Number:

General information of the applicant only for this guest certificate:

Email: # FAX: Mobile #:

Address: ZIP CODE:

CITY: STATE: PHONE:

Renter /guest name (responsible party):

Total of persons authorized:

Type of unit: 1 Bedroom 2 Bedrooms 3 Bedrooms 4 Bedrooms Residence

Arrival Date: Departure Date:

All authorized occupants must be listed below:

	NAME	Relationship to the Owner of unit	AGE
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Porto Fino administration (PORTO FINO REVIEW):

Date received by Via

Approved Rejected Explanation

The above information must be sent to recepción@condoportofinopv.com or fax to (322) 221-1161 for review. **The present application (Form 1, and 2) will be send by the Owner or legal representative to Porto Fino no less than seven business days before arrival at the condominium.**

Please note : If (form 1 and form 2) are not submitted at the same time we can not proceed to approve your application of occupancy.



OCCUPANCY CERTIFICATE REQUEST

Form 2

This form to be filled **ONLY** by Occupant (Tenants, Guests, Friends, etc)

You must sign and surrender this Certificate via Fax or email 7 days before your arrival to Porto Fino administration and is conditional upon approval. When approved, you have to submit a copy at the front gate before being admitted to Porto Fino Condominium along with a Photo I.D. (passport, etc) for proper identification

Request for occupancy of Unit number _____ Starting _____ Ending _____

Name of Tenant/Guest responsible _____ Tel. _____ E-mail _____

Permanent Address _____

Porto Fino is an owner occupied condominium complex and is the home of many residents. We are NOT a time-share, hotel or party resort. While you are in PortoFino guest, you are required to adhere to all rules and regulations set up by condominium Association. List below are the few of important rules that must be followed.

Initial

RULES AND REGULATIONS, (please initial all items below)

- 1- The occupancy is limited to the number of guests listed and in no event shall more than four persons in a 1 bedroom unit, Six persons in 2 bedroom unit, eight persons in 3 bedroom unit. One car allowed per unit except owners with private parking.
- 2- All pool regulations must be followed and are posted at vicinity of the pool. Is not allowed you reserve and hold Pool furniture like chairs, tables etc. Towels or other items used to reserve unoccupied pool furniture will be remove by security personal. Any glass cup or glass items are NOT allowed in pool area for any reason.
- 3- Minors (under 12 years) must be supervised at all time.
- 4- Tenants/guests may not use their units in any manner that disturbs the peace and comfort of the owners, tenants and guests. Any kind of excessive noise will not be tolerated between the hours of 10 PM to 8 AM. The use of Porto Fino facilities is only for owner and registered tenants/guests.
- 5- Directives issued by the security personnel must be followed at all times.
- 6- Porto Fino is not responsible for any loss, damage or accident of any kind.
- 7- Owners, Tenants/guests will be charged for any damage they cause to common area property.
- 8- It is forbidden to keep pets such as dogs and cats

I accept having read and understood the rules and policies mentioned above. I agree to obey all the rules, procedures and policies imposed by the Porto Fino Puerto Vallarta Condominium through the Residents Association Porto Fino A.C.

Occupant / Guest Signature _____ Date _____

Declaration of Occupant: For the corresponding legal purposes, I state that I have not made any payment of rent, lodging or commission to the owner, his administrator or agent in order to occupy for a period of less than 90 days the Unit _____ of the Porto Fino Condominium, so in case of false or untrue information of what was stated above, I give my full consent for my information and documentation to be provided to the appropriate authorities, to bind me in all the procedures of procedures that are necessary to comply with the law, the Civil Code of the State of Jalisco, the bylaws, internal regulations and internal policies of the Porto Fino Puerto Vallarta Condominium.

Signature _____ (Passport or other ID Number) _____

Verify by Porto Fino:

Confirm Name and Passport or other ID Number _____

Security Official on duty _____ Date: _____ Time: _____ Security Supervisor: _____