



PUERTO VALLARTA

Paseo de la Marina 385, Marina Vallarta, Jal. 48335, admishangrila@gmail.com

Phone: 322 209 0259, Fax: 322 209 1156

OCCUPANCY REGISTRATION FORM

Owner / Owner's agent making request:

Unit Number: Relationship with the owner:

General information from the requested:

Responsible Guest:

Email: Address:

City: State:

Zip code: Fax: Cell:

Home Phone: Total of persons authorized:

Arrival Date: Departure Date:

All guests must be listed below:

	Name	Relation to Guest	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"/>

SHANGRI-LA ADMINISTRATION

DATE REQUEST RECEIVED:

Accepted: Rejected: Explanation:

The above information must be sent to admishangrila@gmail.com or by fax to: 322 209 1156 for review. The following form will be sent by the Owner or Administrator to the Administration of Shangri-La no less than ONE week or FIVE working days prior to arrival.



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Phone: 322 209 0259, Fax: 322 209 1156

OCCUPANCY CERTIFICATE

Request for occupancy of unit number [] Starting [] Ending []

has been accepted by Shangri-La condominium Association.

The responsible party is [] you have been accepted a total of [] occupants.

Shangri La 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 a Shangri-La guest, you are required to adhere to all the rules and regulations set up by the condominium Association. Listed below are a few of the important rules that must be followed. You must sign and return this certificate to the security guard at the entrance upon arrival.

The submission of the registration application must be accompanied with a registration fee of \$2,000 pesos. Failure to do so will result in a refusal of entry upon your arrival. Your entry to our Shangri-la community is determinant on this registration fee being paid. You are not responsible to pay this fee if you are family or a friend of the homeowner and are his or her personal guest. The homeowner must inform us of this in a separate email.

RULES AND REGULATIONS

- 1. - The occupancy is limited to the number of guest mentioned above, and no event shall more than 2 persons per bedroom. 3 bedroom maximum occupancy will be 6. 4 bedroom maximum occupancy will be 8. One car will be allowed per unit except owners with private parking.
2. - Pool regulations must be followed and are posted at the entrance of the Pool.
3. - There is no saving pool furniture like tables, chairs, etc. Towels or other items used to reserve unoccupied pool furniture will be removed by the security personnel.
4. - Glass items are not allowed in the pool area for any reason.
5. - Minors (under 12 years) must be supervised at all times.
6. - Tenants/guests may not use their units in any manner that disturbs the peace and comfort of the other owners, tenants and guests. Excessive noise will not be tolerated between the hours of 10 pm and 8 am.
7. - The use of SHANGRI-LA facilities is only for owners and registered tenants/guests.
8. - Directives issued by the security personnel must be followed at all times.
9. - Owners, Tenants/guests will be charged for any damage they cause to common areas property.
10. - SHANGRI-LA is not responsible for any loss, damage or accident.
11.- It is forbidden to bring pets such as dogs and or cats onto the property.
12. - Guests are not allowed to bring more than two persons per bedroom to common areas.
13. - The gym at Shangri-La is normally very busy with Homeowners between the hours of 7 AM to 11 AM. The Homeowners would greatly appreciate you scheduling your guest's exercise time other than 7 AM to 11 AM. No more than two of your guests should use the gym at the same time.

I have read and understand the above listed rules and regulations. I agree to obey all rules, regulations and policies put forth by Shangri-La Homeowners Association, which I have received. I further understand that failure to do so or violation of any of these agreed conditions could result in being asked to leave the property without compensation.

Name: [] Signature: _____

You must sign and surrender this certificate at the front gate upon arrival

Security Official on Duty: [] Date: [] Time: []

Security Supervisor: []

Tenants/unaccompanied guest must present the occupancy certificate to the front gate before being admitted to Shangri-La property along with a Photo ID for proper identification.