

GUESTS STAYING IN OWNER'S ABSENCE

REGISTRATION FORM

Updated 2022

HIGHLANDS FALLS COMMUNITY ASSOCIATION

91 Falls Drive West

Highlands, NC 28741

828-526-2203

FAX 828-526-9751

GATEHOUSE 828-526-4161

Email: Jennifer@highlandsfallsca.com or

Jay@highlandsfallsca.com

Visit our website www.highlandsfallsca.com

(Click on "Guest tab")

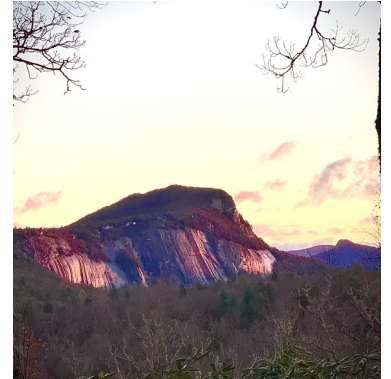


Photo Courtesy of Kay Deckman-
Homeowner.

*This form is requested for all GUESTS staying in the
owner's absence in Highlands Falls Subdivision
(Family excluded).*

**TO BE COMPLETED BY PROPERTY OWNER
OR AGENT:**

*THE SECURITY OFFICIAL AT THE GATE MUST BE INFORMED
PRIOR TO ARRIVAL OF ALL GUESTS OR HOUSEKEEPING
SRVICES.
828-526-4161*

Homeowner's Name: _____

Highlands Falls Property Address :

Owner or Agent's Contact Number:

Guest or Lessee Name:

Dates of occupancy:

Signature of owner or agent

Date

TO BE COMPLETED BY GUEST :

Name: _____

Address: _____

Telephone: _____

Email Address : _____

Arrival date and approximate time: _____

Departure date and approximate time: _____

Contact in case of emergency:

*PLEASE GIVE THIS INFORMATION TO SECURITY WHEN YOU AR-
RIVE.*

*YOU WILL ALSO BE GIVEN A TWO-PAGE INFORMATIONAL BOOK-
LET.*

Enjoy your Stay!