

# GUESTS STAYING IN OWNER'S ABSENCE

## REGISTRATION FORM

Updated 2025

## 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](http://www.highlandsfallsca.com)  
(Click on "Guest tab")

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

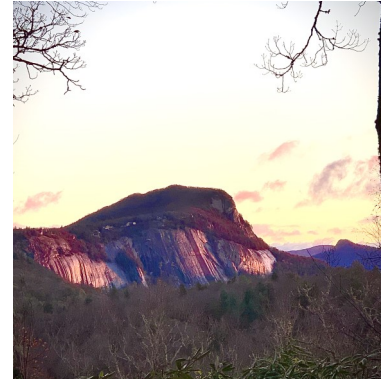


Photo Courtesy of Kay Deckman-  
Highlands Falls Homeowner.

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

*PLEASE ADD YOUR GUESTS' NAMES INTO THE GATE SENTRY SYSTEM PRIOR TO THEIR ARRIVAL. PLEASE CALL WITH ANY QUESTIONS. Security: 828-526-4161*

Homeowner's Name: \_\_\_\_\_

Highlands Falls Property Address :  
\_\_\_\_\_

Owner or Agent's Contact Number:  
\_\_\_\_\_

Name of Guests (include Guests with separate vehicles)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of occupancy:  
\_\_\_\_\_

\_\_\_\_\_  
Authorized By:

\_\_\_\_\_  
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 ARRIVE.*

*YOU WILL ALSO BE GIVEN A ONE-SIDED INFORMATIONAL SHEET*

*Enjoy your Stay!*