



GUEST REQUEST FORM

Please return this form to:
Mount Sinai Real Estate Division
1249 Park Avenue, 1st Floor
New York, NY 10029
(212) 410-0307
(212) 831-3093 (Fax)

PLEASE PRINT

Today's Date: _____

This form is to be used only if your guest will be arriving or staying in your suite while you are temporarily away from the building. Please complete it, including the necessary signatures, and return it to the Real Estate Office at least 48 hours prior to your departure and / or your guest's arrival.

You're Name (Host): _____ Suite & Bedroom # _____

Daytime Tel # (Or Machine): _____

Guest Name: _____ Guest Sex: Male _____ Female _____

Guest Permanent Address & Tel #: _____

Suitemate's Permission:

I agree to permit the above-named guest to enter our suite while the host _____ is away from the suite. I understand that my suitemate/host remains responsible for the behavior of this guest and that this guest will sleep in the host's bedroom and not in the common areas of the suite.

The period of this arrangement will be from: _____ **To:** _____
Date & Time Date & Time

Suitemate's Names and Signatures: (Please Print)

| <u>Name</u> | <u>Signature</u> |
|-----------------|------------------|
| Bedroom # _____ | _____ |
| Bedroom # _____ | _____ |
| Bedroom # _____ | _____ |
| Bedroom # _____ | _____ |
| Bedroom # _____ | _____ |
| Bedroom # _____ | _____ |



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Host's Agreement:

I request that the above-named guest have access to my suite and bedroom in my absence during the time period indicated above.

I understand that it is my responsibility to leave my keys in a sealed envelope at the concierge desk, and that this envelope is to clearly state my name, my guest's name and my guest's arrival dates, my suite and bedroom number. I understand that building staff will not use their keys to allow my guest access to my bedroom or suite. I further understand that I remain responsible for the behavior of my guest and that if my guest does not follow the rules and regulations pertaining to Aron Hall, the guest may be asked to leave. My guest is to sleep in my bedroom and not in any of the suite's common areas.

Finally, I understand that upon arrival my guest must register and leave a picture ID card with the doorman. Alternatively, the guest must show 2 forms of ID, at least one of which may not be a credit card. The non-credit card ID will be left at the doorman's post until the guest departs. The envelope containing my keys will not be given to my guest unless the guest provides the proper ID indicated above.

Signature

Date

Please return this form to the Real Estate Office at least 48 hours prior to your departure and/or your guest's arrival.

Received in Real Estate Office By

Date

Approved By

Date