

VISITOR REQUEST FORM

RESIDENTS REQUESTING PERMISSION FOR A GUEST TO STAY IN THEIR DWELLING UNIT MUST HAVE WRITTEN APPROVAL FROM THE HOUSING AUTHORITY OF MCDONOUGH COUNTY. HOSTING OF HOUSEHOLD GUESTS WILL BE PERMITTED FOR A TOTAL OF NO MORE THAN FOURTEEN (14) CUMULATIVE DAYS EACH YEAR.

TODAY'S DATE: _____

RESIDENT NAME _____

ADDRESS _____

CONTACT (CELL OR PHONE) NUMBER _____

LIST ALL PERSONS WHO WILL BE VISITING:

NAME _____ SEX _____ AGE _____

NAME _____ SEX _____ AGE _____

LIST ANY ADDITIONAL PERSONS ON THE BACK OF THIS PAPER.

WHAT IS THE REASON FOR THE VISIT? _____

DATE OF VISIT: FROM _____ TO _____

ALL APPROVED GUESTS MUST PERSONALLY PRESENT A PHOTO ID TO THE CENTRAL OFFICE AT 322 W. PIPER WITHIN 48 HOURS OF THEIR ARRIVAL.

RESIDENT AGREES TO ACCEPT FULL RESPONSIBILITY FOR ALL VISITORS' ACTIONS, PER DWELLING LEASE, PAGE 3, PARAGRAPH 5, "OCCUPANCY". APPROVAL MAY BE REVOKED AT ANY TIME.

HEAD OF HOUSEHOLD SIGNATURE

DATE

APPROVED BY: _____ DATE _____