

**Request for Guest in Quarters**

I \_\_\_\_\_, resident of quarters # \_\_\_\_\_,

request authorization for the following individual(s) to be temporary guests in my home. I fully understand that I am responsible for their actions while on the property and they must abide by the policies set forth in the Resident Guide.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of family members prior to guest: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Total number residents to include guest if approved: \_\_\_\_\_

Date of visit: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of visit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home/Duty Phone \_\_\_\_\_

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Request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_