

Moreland Courts Condominium Association, Inc.

13415 Shaker Boulevard, Cleveland, Ohio 44120 Phone: (216) 751-1100 Fax: (216) 751-5744

MCCA GUEST SUITE REQUEST

Please note that only MCCA residents are eligible to request a reservation for use of the Guest Suite, per the terms of the attached Guest Suite Policy and Procedure.

IN ORDER TO MAKE A RESERVATION, PLEASE COMPLETE THE FOLLOWING INFORMATION:

Unit #: _____ Resident Name(s): _____

My guest will be: _____

Starting Date: _____

Ending Date: _____

I specifically acknowledge that:

- I have read and agree to the attached Guest Suite Policy and Procedure. It is only under the terms and conditions of this policy that the Guest Suite may be reserved.
- The Management office must confirm your reservation request. No reservation should be considered confirmed until the Management Office has done so in writing.
- The office should be advised of any changes or cancellations as soon as possible. Please note that there may be a cancellation fee.
- Check-in time is 4:00 PM. Check-out time is 12:00 noon.
- No smoking. No pets. No disturbances.
- I further acknowledge that the Moreland Courts Condominium Association, Inc. (MCCA) and all Owners and residents are governed by the MCCA Declaration, By-Laws, Rules Book, and Policies and Procedures. I read and understood these documents and agree to abide by all provisions set therein.

Unit Owner/resident #1 Date

Unit Owner/resident #2 Date

This form must be completed by each resident wishing to reserve the Guest Suite.