

Pacific Tower Condominium

Special Occupant Application

This form is to be completed, signed and submitted to the PTCA Board of Directors by the unit owner and special occupant. Move-in by the special occupant is not allowed until the owner has been notified of approval by the Board and all Move-In requirements are met. Definition: A special occupant is an occupant of a unit who meets ALL of the following **criteria**:

1. **The occupant is a family member or has some other special relation with the unit owner.**
2. **The unit owner has chosen to allow the occupant to occupy the unit independently from the unit owner.**
3. **No written lease is in effect.**
4. **No rent or other payment is collected by the unit owner in exchange for occupancy.**

If the occupant does not meet ALL of the above criteria, PTCA's rental and lease requirements must be met in full and the unit will be counted as a leased unit for purposes of the maximum leased unit allowance (28 leased units maximum).

Unit Owner Statement:

I certify that (print name or names) _____ meets the above listed criteria for Special Occupancy of Unit _____ for the following reasons: _____

I also certify that I have provided the special occupant a copy of PTCA's governing documents, rules, regulations, and policies and have given the occupant a chance to read and ask questions regarding these documents. I will promptly notify PTCA if there is any change in occupancy status of my unit.

Signature: _____

Date: _____

Special Occupant Statement:

I/we (print names) _____ certify that I/we meet all the criteria stated above as a special occupant of unit _____. I/we have read the governing documents, rules and regulations of PTCA and have been given an opportunity to ask questions about them. I/we agree to be bound by the terms of PTCA's governing documents, rules, regulations and policies in effect during the term of my/our occupancy of the unit.

Signature: _____

Date: _____

Board of Directors Statement: Special Occupancy application is approved/disapproved.

Date: _____

Signature: _____