



Dear Homeowners and Renters:

Welcome to the neighborhood!

On behalf of the El Parque's Board of Directors, we want to welcome you to this little slice of paradise. Over the coming months, we look forward to meeting you whether it be walking down the streets, at the pool or at a community activity.

The operation of your homeowner's association is governed by volunteer homeowners elected to the Board of Directors to oversee the functions and financial responsibilities of El Parque. In addition, the Board is also responsible for maintaining members' compliance with the rules, regulations, and bylaws of the Association. Please take the time to read through the bylaws.

Our community website is: www.elparquecondos.com and our Facebook page is El Parque Villas is a great source of information containing upcoming activities and events listed on our monthly calendar, staff board and committee reports, news, beautification projects and photos and videos of events. Please take a few minutes to visit and familiarize yourself with its resources and get to know your community and neighbors.

Again, welcome to the El Parque community! We look forward to you falling in love with this neighborhood as much as we have. We know you'll find our neighborhood is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

El Parque Board of Directors



Welcome to El Parque:

We know you will find our location most convenient with shopping, restaurants, movie and live theaters, casino, and bus stops; all within a short walking distance. Our security guards are friendly, yet serious about keeping El Parque one of the safest developments along lakeside. El Parque is an active community with many of our social events--listed on our monthly calendar. You can play games or read a book in the clubhouse, workout in the exercise room or simply relax around our salt-water heated pool or hot tub. So, join in and have fun. We would like you to enjoy all the facilities El Parque has to offer.

We are glad you are here!

Bienvenidos!

Martha Cervantes, Administrator
Board of Directors

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EL PARQUE GENERAL INFORMATION

Administrator:

The Administrator is the first contact for ALL problems outside your home. Problems within your home are yours to solve. For no electricity, water, or any common area problem call the Administrator. After hours or when administrator is not in the office, call the guards and they will contact the Administrator.

Office Phone: 376-766-5781

Office hours: 9-1 office open M-F
1-5 office closed to the public

Security Guards: 376-766-5780

Office e-mail:

elparque_villas@yahoo.com

Website: www.elparquecondos.com

Guards Emergency Cell

333-953-4052

Mail:

Your mailbox cubicle is in the outer office of El Parque office building.

El Parque's mail address: Calle Allen W. Lloyd 149

Casa (insert your house number)

San Antonio Tlayacapan,

Jalisco, Mexico 45922

Rental Notification for Administrator:

Any owner who allows an outside party to rent their property must inform the Administrator of the proposed rental prior to its start date. The form on which to submit the required information – El Parque Condominiums Rental Notification Form – can be found in the Attached Forms section.

On that form, the owner must affirm that the rental complies with El Parque's minimum duration stipulation and that the Renter has been made aware of El Parque's Rules. The owner must complete the form fully, ensuring all information is accurate, and submit it to the Administrator in a timely manner. Be advised that any discrepancy between the information provided on the form and the arriving Renter(s) may delay admission to El Parque and could even result in a last-minute rejection of the rental arrangement.

Registration and Arrival of Renters and Overnight Guests:

Every person who stays overnight at El Parque, whether a renter or a guest, needs to complete a Registration and Emergency Contact Form (provided in the Attached Forms section) for the Administrator's file. Owners are encouraged to make this form available to renters and overnight guests in advance so the completed form(s) can be given to the Administrator upon arrival. Saturday or Sunday arrivals must be pre-registered with the Administrator.

Entrance Passes and Security:

All renters and owners, whether entering El Parque by car or on foot, must register with the Administrator to get a pass. **EVERYONE MUST RECEIVE A PASS WITHIN THE FIRST WORKING DAY**, and the pass must be carried with them whenever entering and exiting the property for the first two weeks. This will allow all the guards to become familiar with the new faces.

You must also notify the guards of any service workers or visitors (i.e., non-overnight guests) you are expecting. If you're expecting multiple visitors, please take a list to the guards. Be advised that if you are not at home, visitor(s) will not be allowed into El Parque.

Our Roads:

Paved asphalt area of the road is for pedestrians. Cars must yield right of way to pedestrians. Speed limit 10 kilometers per hour.

Trash Pickup:

Place garbage at the end of your driveway before 8 AM every Monday, Wednesday, and Friday or take your own garbage to the trash building. Please do not put garbage out the night before due to feral cats, possums, and other wildlife.

Recycling Program:

El Parque volunteers offer residents a curbside recycling program. Details for contributing to this community effort can be accessed via the "Recycling Guidelines" button on the website's Committees page:
<https://www.elparquecondos.com/committees>

Committees:

Please consider contributing to El Parque's community efforts by joining one (or more) of the established committees – Social, Recycling or Beautification. It's a great way to meet your neighbors, and many hands make the El Parque experience more enjoyable for everyone.

Activities:

Monthly Activity Calendar (see download button on the website's Home page).
Check El Parque Villas's Facebook for a list of activities.
Bulletin board in office and white board by the gate.

USE OF THE TELEPHONE

- Calling a Mexican landline from a Mexican landline in the same area. Dial the area code and local number.
- Calling a Mexican landline from a Mexican landline in a different area. Dial the area code and the number. Do not dial the 01 (long distance) prefix.
- Calling a Mexican landline from a Mexican cell phone. Dial the area code and the number directly from your cell phone. Do not dial the 01 (long distance) prefix.
- Calling a Mexican cell phone from a Mexican landline. Dial the cell phone's area code and number directly.
- Calling to/from a Mexican cell phone in Mexico. Dial the cell phone's area code and number.
- Calling a Mexican cell phone from overseas. Dial Mexico's country code (+52), the area code, and then the number.
- Calling Lakeside from Canada or the United States. Dial (+52), the area code and then the number.

EMERGENCY PHONE NUMBERS

El Parque Security Guards **376-766-5780 - CALL THE GUARDS FIRST.**
 Cruz Roja (Red Cross) **376-765-2308 Local Number**
 Cruz Roja **911 outside our area**
 Guards Emergency Cell **33 3953 4052**

LOCAL CLINICS OFFERING 24-HOUR SERVICE

Hospital San Antonio - 376-689-0911. (Approximately 1 mile east of El Parque - Lakeside).
Hospital Ajijic – 376-766-0662 or 376-766-0500. White building on the north side of the Carretera in Ajijic.
Riberas Medical Center – 376-765-8200. On the Libramiento across from El Dorado Condos.

EMERGENCY CONTACTS

Post on your refrigerator your medical and emergency contact information or stop by Cruz Roja and pick up the form and bottle.

- Include dialing information: long distance area code, country code, area code, and phone number.

Carry in your car:

- Above mentioned Red Cross information.
- LCS's Safety Net (formerly known as Post Life) is a system used by law enforcement as their initial point of contact when an individual is found without

identification. It also provides access to important medical information, ensuring that responders are aware of any health conditions or allergies.

- Living will in Spanish.
- Car insurance policy and phone number.
- Notarized car registration and the form that your car permit sticker was on.

Carry on your person:

- Emergency contact information, your license, and Visa or resident card.

AREA INFORMATION

Radio Stations:

105.1 FM plays quiet, background music.

90.5 for more lively music.

97.1 FM for Mexican music.

Tianguis: (street markets) 9am - 3pm

Chapala	Monday	Across from the Pemex
Ajijic	Wednesday	East of Plaza Bugambilias
Jocotepec	Thursday	One block west of the plaza

Markets:

Monday Market	Sunrise Café
Tuesday Market	La Huerta, West Ajijic

Lake Chapala Society (LCS):

16 de Septiembre #16A in Ajijic.

www.lakechapalasociety.org

LCS offers so much to the community. They have beautiful grounds, a restaurant, print, video, and audio library, lectures, art, exercise, culture, and languages classes. The information desk provides up-to-date information on requirements for immigration, IMSS, wills and trusts. Services are for members only, however; the grounds, restaurant and special events are open to the general public. A representative from the US and the Canadian Consulate comes to LCS periodically.

Safety:

Only carry in your pocketbook or wear jewelry that you are willing to lose.

Health:

Soak fruits and vegetables in an antimicrobial solution. Drink water that you are sure is safe.

UPS/FedEx:

Delivers to El Parque. Pick up at the gate.

Amazon.Com.MX:

Delivers to El Parque. Pick up at the gate.

Amazon.Com.US:

Delivers to El Parque. Pick up at the gate.

DHL:

Delivers to El Parque. Pick up at the gate.

Books and Websites about Mexico:

www.focusonmexico.com

www.chapala.com

www.mexconnect.com

www.ajjicnews.com

Chapala Directory has excellent information online at

<https://www.chapaladirectory.com/>

DRIVING IN MEXICO

If you do receive a ticket, do not pay the officer. Pay the fine at the Chapala office at DeGollado #306. The law (Jan. 2010) states that if you pay within five working days, the fine is reduced by 50 percent.

Mexico does not have a Good Samaritan Law. The best way you can help is to call the Red Cross at 911 (anywhere in Mexico) or for lakeside call 376 765-2308.

Mexican car insurance is required if you are driving a car in Mexico. It is always wise to consult your insurance agent for current information and procedures.

Accidents should be reported immediately, and cars should not be moved until the police arrive. Insurance adjustors should be called immediately, and they will come to the scene of the accident. Never sign any release of responsibility without proper advice. Mexican law requires that cars involved in accidents resulting in injury or damage over a certain amount be impounded.

INFORMATION FOR OWNERS

Office e-mail:

elparque_villas@yahoo.com

Website:

www.elparquecondos.com

CTC Committee:

El Parque has a team of homeowners elected to serve on the Construction Technical Committee (CTC) to review and approve applications for improvements or modifications homeowners are planning to make to their private unit. The goal of this review is to preserve the architectural harmony of El Parque along with its safety, sanitary conditions, quality of life and to ensure the rules and regulations established by El Parque and the Municipality of Chapala are being followed. Rules and regulations are available on the El Parque website or in the Administrator's office.

Utility Bills:

Bills will be in your office mailbox. With a TELMEX or CFE bill, pay at their offices or for a small fee at OXXO, or Walmart. **Even if the bill does not arrive, you must pay.** Without a bill you must pay at their offices. Know your account number for CFE and your phone number for TELMEX.

- TELMEX (telephone) is paid monthly. Register on their websites so you can see your bill and pay online at www.telmex.com.
- Telephone repairs or complaints call 050.
- TELMEX (English) 01-800-368-0500.
- Prodigy 01-800-123-2222.
- CFE (electric) paid bi-monthly. Register on their websites so you can see your bills online at www.cfe.gob.mx.

Tips on CFE Bill:

The electric meter and the account number stay with the house. There are two residential tariffs: "1" and DAC". Look under "tariff" on the bill to see yours. "1" is subsidized. Keep that rate by keeping a rolling total of under 3,000KW for the past twelve-months (it is not a calendar year total). Since CFE bills are bimonthly that 3,000KW averages 500KW per billing period. Exceed that limit and you will lose the subsidized tariff in one-billing period, and your bill will effectively double. Getting your "1" tariff back is difficult.

Gardening:

To start gardening service or change number of hours, see the Administrator.

Property Taxes:

No bill will be sent. Take last year's tax receipt to Chapala City Hall 9am-3pm M-F. Pay in January for a large discount.

If Chapala sends a team to EP to collect taxes, you will be notified by mail of the times and dates.

Association Dues:

Paid quarterly to Multiva or Actinver by wire transfer or cash. Bring your receipt to the administrator or email her with your payment date and amount

RULES FOR POOL, HOT TUB, AND DECK AREA

1. **USE POOL AT YOUR OWN RISK.** Only residents, and their invited guests, can use the area.
2. Pool Hours are from 9:00am until Sunset.
3. Bathing attire required.
4. Rafts, inflatable beds, and boats are prohibited.
5. All children, under age 12, must always be in the company of an adult.
6. Infants and children, who are not toilet trained, are not allowed to go in the pool or hot tub.
7. Noisy or rowdy behavior is prohibited. No running on deck. No jumping or diving in the pool or hot tub. Except for organized community activities, the playing of loud music in the area is prohibited.
8. All children must be 102 centimeters taller (as marked), and accompanied by an adult, to enter the hot tub. A MAXIMUM TIME OF FIVE MINUTES.
9. No breakable items are allowed. Food and beverages are prohibited in and alongside the pool and hot tub.
10. Turn off jets when leaving the hot tub.
11. Many enjoy the pool; do your part to keep it clean and safe.
12. No pets, bicycling or skateboarding are allowed around this area.

GAS BARBEQUE AND GRILL

1. Each person who uses the grill is responsible for cleaning it after each use.
2. There is a two-hour maximum for the use of the grill.
3. No wood or chips are to be used.

EXCLUSIVE RESERVATION AND USE OF CLUBHOUSE/BARBEQUE AREA BY RESIDENCE FOR PRIVATE EVENTS

1. Reservation request and a \$700.00 pesos non-refundable service charge must be presented to the Administrator for approval at least ten calendar days prior to the event. An additional \$1,000 pesos will be charged if the clubhouse is not in good order after the event.
2. No permission will be granted to reserve the Clubhouse/Barbeque area unless the homeowner has fully paid all amounts they owe the condominium. Renters must have written permission from their homeowners to reserve the Clubhouse/Barbeque area. Homeowners remain responsible for any damage done by renters.
3. The Clubhouse and Barbeque areas may be reserved for exclusive private events (as in contrast to events held for El Parque homeowners) Monday through Saturday only. No more than one reservation per unit is permitted

in any six-month period. Attendance at these events shall be limited to no more than 75 people.

4. A reservation does not include exclusive use of the pool, pool deck, or hot tub.
5. Approved reservations are valid between 11:00 AM and 10:00 PM, which includes setup and cleanup time. The Board may make exceptions to this restriction.
6. You are expected to clean-up the facilities including the bathrooms and barbeque facilities after your event. The \$700-pesos charge is to cover the cost of general wear and tear, electricity, water, security, and administrative costs.
7. Residents and their guests using the Clubhouse must adhere to the Condominium parking restrictions during the event.
8. The residents making the reservation must be present during the event and assumes all responsibility for the cleanup.
9. Approved reservation will be posted in the Clubhouse and at the office.
10. Noncompliance with these rules may result in loss of reservation privileges.
11. No smoking is allowed in the Clubhouse except for in the designated area.
12. The Clubhouse (inside and outside) is not available to commercial or "outside" groups or organizations.
13. The Board may, at its sole discretion, make an exception to this policy in specific cases. Before reviewing such an exception, the Board must verify that at least 75 percent of the participants will be condominium residents.

GYM:

If you use the gym, please abide by the following rules:

1. Sign in no matter how much time you are there.
2. When finished, please clean, and return equipment.
3. When you leave, turn the lights, and fan off and close the windows.

PETS IN EL PARQUE

Article 26 El Parque Bylaws:

Complete Pet Registration form in this packet and return to office. Condo owners and their tenants, renters or guests are authorized to have domestic animals living with them according to the following restrictions:

- | | |
|-----------|---|
| Class "A" | Two (2) domestic cats |
| Class "B" | Two (2) dogs (maximum weight 15 kg each) |
| Class "C" | One (1) dog (maximum weight 15 kg) and one (1) domestic cat |
| Class "D" | One (1) dog weighing greater than 15 kg |
| Class "E" | Fish and small birds in a reasonable number |

Pets that are permitted must not be dangerous or noisy and must be kept within the limits of the private unit. The Condo Owner or their Related Persons must

register the animal(s) in question in the Special Registry referred to in Article 21 of these Bylaws. When out in the common areas, domestic animals must be accompanied by a person and controlled by that person with a collar and leash or other means that guarantee the security of passers-by and their property, and that person must, in addition, take care that the animals do not harm anyone or soil or damage property and ensure that they cede the right-of-way to people. Dogs that bark excessively and all animals that are naturally noisy are not allowed in the Condominium. Condo Owners and their Related Persons may not leave food outside their house at any time for stray or wild animals, except for birds.

You must clean up your pet's mess and place the dog poop in the receptacle in the garbage area. Do not place it anywhere else in El Parque. This includes the clubhouse washroom and private casa receptacles.

El Parque does not have a "green area" for dogs. In the event of a violation of this article, the condominium Administrator will have the broadest authority to remove the offending animal(s) and confine them, or to request that the corresponding authorities do so. Likewise, condo owners will be financially responsible for any damages to the condominium caused by their tenants, renters, or guests' pets

All the above-mentioned classes of pets are exclusive of one another, except for pets from Class "E" which may live with any of the others

Owners, tenants, renters, or guests shall not allow their dog except for Seeing Eye dogs to enter the Clubhouse/Swimming pool area including its grassy perimeter, and the Administrator is directed to post signs around the area prohibiting dogs from being brought into the area.

PARKING/STORAGE

Article 22 El Parque Bylaws:

One visitor's car is allowed in the street directly alongside the house of the person being visited, but only if there is no space available in the visitors' parking area and for no more than 24 hours.

Parking at the pool is only for handicapped people who have obtained a permit from the administrative. Any other exceptions authorized by the Board of Directors.

Parking space #29 will be for the exclusive use of private unit #40 and parking space #30 for the exclusive use of private unit #34.

USAGE OF EL PARQUE PROPERTY

Article 34 El Parque Bylaws:

Condo owners may hang clothes or place objects on roofs, terraces or patios, restricted use areas, facades, windows balconies, and railings ONLY if they are not visible from the street. All garbage cans must be hidden.

TRAFFIC FLOW IN EL PARQUE

Article 36 El Parque Bylaws:

Vehicular traffic must stay on the roadways specifically created for that purpose, respecting the road signs within the condominium. In particular, the maximum speed of 10 kilometers per hour. With respect to this article, besides what is stated in the prior sentence the State of Jalisco traffic rules and regulations will always apply. In the event of violations, the Administrator may request assistance from the Authorities to enforce these rules and regulations inside the Condominium.

While driving on the streets of the Condominium, cars must, without exception, give the right of way to pedestrians. Pedestrians used the paved area to walk.

GENERAL CONDUCT

Article 11 El Parque Bylaws:

Every condo owner or their tenants, renters or guest must behave appropriately, acting ethically and with good manners. Avoiding socially unacceptable or reprehensible conduct that negatively affects the stability and harmony of people living together; furthermore, they will refrain from acting in a way that may undermine the safety, well-being, or quality of life of the condominium.

Article 27 El Parque Bylaws:

Condo owners and their related persons will not use, within the condominium, any sound equipment that may disturb their neighbors and that is considered louder than the applicable laws and regulations permit. The use of equipment or apparatus that produces sound outside a private unit is prohibited between 10pm and 9am.

CONCLUSION

The rules and regulations above were all approved by the 2008 and subsequent assemblies (AGMs). After the assembly, a request was presented about keeping toilets and sewer lines flowing and water conservation.

Accordingly, while toilets in most homes in El Parque can handle small amounts of toilet paper, nothing other than toilet paper should be flushed. Furthermore,

the better safe than sorry policy is to honor the Mexican custom which is to **put the toilet paper in a wastebasket, not in the toilet.**

Also, water is a huge expense for El Parque. Please help us to reduce the bill. Here are a few things you can do to help:

1. Only run your washer and dryer with full loads.
2. Fix all water leaks; on running toilets, leaky faucets and irrigation systems can waste tremendous amounts of water.
3. Water plants and grass with conservation in mind.

ATTACHED FORMS

The following forms are included for your convenience:

1. El Parque Registration and Emergency Contact Form,
2. El Parque Pet Registration Form,
3. El Parque Condominiums Rental Notification Form,
4. El Parque Overnight Guest Registration Form, and
5. Map of El Parque.

EL PARQUE REGISTRATION & EMERGENCY FORM

(One for each person)

Casa# _____ Phone #376 _____ Email _____

Name _____

Children and ages living with you _____

Are you a Homeowner? _____ Renter? _____ Duration of lease? _____

Start and end date of lease _____ Cell number in Mexico _____

Phone number outside of Mexico _____

Pets and number Cats _____ Dogs _____ Other _____

Vehicle: Model _____ Year _____ Color _____ License # _____

Emergency Contacts and phone numbers _____

In case of your DEATH, who do we contact? _____

Who is responsible for your home during your absence? _____

Do they have a key to your house? _____ Cell _____

MEDICAL INFORMATION

Blood Type _____ Allergies _____

Primary Doctor _____ Phone _____

Other Doctor _____ Phone _____

Do you have a Mexican Will? _____ A Living Will? _____

Who has a copy of it? _____ Phone: _____

Name of your Notario: _____ Phone: _____

Are you registered at any local hospital? If yes, where?

In case of your death, do you have a local funeral home arrangement? If yes, where?

Health insurance? If yes, whom? _____

This information will help your loved ones to deal with this stressful situation.

EL PARQUE PET REGISTRATION FORM

Owner's*/Renter's Name _____

DOGS

Pet # 1 Name and Breed _____ Dog's Weight _____

Pet # 2 Name and Breed _____ Dog's Weight _____

CATS

Pet #1 Name _____

Pet #2 Name _____

Other pets (i.e., birds, fish) _____

Any special information/instructions in case of an emergency or death:

Signature (Owner* or Renter)

Date _____ Circle one: Owner* or Renter

*Refers to owner of the Condominium Unit

EL PARQUE CONDOMINIUMS RENTAL NOTIFICATION FORM

Property Owner Information

Owner Name _____

Casa Number _____

Owner Email Address _____

Owner Phone Number _____

Renter Information

Renter Name(s) _____

Number of Occupants _____

Renter Email Address _____

Renter Phone Number _____

Rental Agreement Details

Rental Start Date (YYYY-MM-DD) _____

Rental End Date (YYYY-MM-DD) _____

Duration of Lease (minimum 30 days) _____

Is this rental agreement compliant with the 30-day minimum rule? • Yes • No

Declaration I, the undersigned property owner, confirm that the above information is accurate and that the rental agreement for the stated unit complies with El Parque Condominiums' 30-day minimum rental policy. I understand that this form does not require disclosure of financial details. **I also confirm I have provided a copy (or link to website) of the El Parque Rules to the Renter.**

Signature of Property Owner: _____

Date: _____

Instructions:

- Please complete all sections of this form and submit the signed form to the El Parque Administrator at least 5 business days prior to the renter's move-in date.
- Incomplete forms or forms not submitted at least 5 business days in advance may result in delays, denial of entry or non-approval of the rental arrangement.
- Please note, the 30-day minimum rental period does not require the renter to occupy the unit for a full 30 days. Overlapping rental periods for multiple renters within a 30-day period are prohibited. MJS - September 12, 2025.

EL PARQUE OVERNIGHT GUEST(S) REGISTRATION FORM

Homeowner's Name _____

Renter's Name _____

Casa Number _____

Phone Number _____ Email _____

Guest's Name _____ Cell Phone _____

Guest's Name _____ Cell Phone _____

Guest's Name _____ Cell Phone _____

Guest's Name _____ Cell Phone _____

Guest's Name _____ Cell Phone _____

Dates of Stay _____

In case of an emergency, who would your guest(s) like us to contact:

Name _____

Phone Number _____

If guest has a car, provide the following information - vehicle description.

Year _____ Make _____ Model: _____

Vehicle License Number _____

