



Advanced Guest Notice of Stay

Tenant Name: _____

Tenant Unit: _____

This is to inform the Massena Housing Authority (MHA), 1 full business day in ADVANCE that the listed person(s) below has their own separate legal residence and will be visiting at my residence for the following dates at my invitation.

GUEST INFORMATION: List each person who will be staying with you.

GUEST NAME	AGE	LEGAL STREET ADDRESS	CITY, STATE	ZIPCODE

The above listed person(s) will be staying with me at my residence for the following period of time:

FROM _____ TO _____
Date Date

I have read and understand the Guest Policy. Guest extension requests beyond 2 weeks must be submitted to the MHA at least 2 business days in ADVANCE, in writing stating the reasons for the extended stay. I understand the MHA reserves the right to approve or deny the extended stay request. I further understand if my request is denied, all guests must, leave the property immediately, return to their Legal Residence and are no longer permitted to stay on Massena Housing Authority Property.

TENANT SIGNATURE

DATE