



RIVER VALLEY RANCH

### Absentee Owner Guest Access Request

THIS BOX FOR ADMIN USE ONLY
APPROVED BY _____
DATE APPROVED _____
PDF UPDATE _____

This form is intended for homeowners who wish to facilitate Ranch House access for immediate family members who are visiting or up to two house sitters caring for the owner’s RVR residence in the owner's absence from RVR. The owner must complete this form at least a week in advance and submit it to Kendra Ford, Community Services Manager in person, or [csm@rvrcommunity.com](mailto:csm@rvrcommunity.com). When the Owner making the request is local, a meeting with Kendra Ford or Sterling Page will be required to finalize the request.

A daily guest fee of \$5.00 for children and \$7.00 for adults will be applied to the primary homeowner's credit card on file. Customary Front Desk check-in will be required upon guest arrival and at each Ranch House entry.

***\*\*Please note, submission of this form does not guarantee approval.***

### MEMBER INFO

Today’s Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

RVR Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Credit Card (Visa or Mastercard): \_\_\_\_\_ Exp. \_\_\_\_\_

Name on Card: \_\_\_\_\_

### GUEST INFO

Names of Guests (Maximum of 8 family members OR 2 house sitters):

_____	_____
_____	_____
_____	_____
_____	_____

Begin Stay: \_\_\_\_\_

End Stay: \_\_\_\_\_

***\* During the homeowner’s stated absence, the homeowner is not eligible for Ranch House use.***