



## Amenity Account Privileges Tower and Unit Number \_\_\_\_\_

*Please complete all fields.*

<b>Primary Guest Name:</b>		
<b>Additional Guests:</b>		
2.		3.
4.		5.
6.		7.
8.		
<p><b>*Up to 6 Guests in 2BR Unit and Up to 8 Guests in 3BR Unit. *</b>  <b>+ Children 5 and under will not count against the cap of 6 and 8 guests. *</b></p>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Guest Home #:</b>	<b>Guest Cell #:</b>	
<b>Arrival Date:</b>	<b>Departure Date:</b>	
<b>Check In Time:</b>	<b>Check Out Time:</b>	
<b>Owner Name:</b>	<b>Owner Phone #</b>	

One-time check in fee of \$75.00 plus tax is a mandatory fee required by the HOA.  
 Total fee – Check in fee and Daily Amenity Fee (including taxes): \$ \_\_\_\_\_

Submit form to HOAamenityforms@portofinoisland.com. Amenity fees will be charged approximately one week prior to check in! Please be advised that your credit card statement will reflect a charge from Premier Island Management Group which handles all credit card processing for Portofino.

**\*\*By Signing Owner/Agent is Authorizing Release of Unit Keys to Guests\*\***

<b>Credit Card Number:</b>	<b>Exp.:</b>
<b>Owner/Agent Signature:</b>	
<b>Email Address for Amenity Receipt:</b>	
<b>Folio Number (Provided by HOA):</b>	

If you have any questions or need to make any changes to the submitted forms please contact the Accounting Office, 913 Gulf Breeze Parkway, Suite 16 Gulf Breeze, FL 32561 or 850-677-0027. Fax 850-916-3344.

**Please do NOT fill out if you are on the Premier Rental Program.**

*Guest to pay all Portofino Fees*