



## Guest/Visitor Policy

As a reminder, this policy is effective immediately!

- All guests that require entry to your building will need to utilize the callbox to entry. **NO EXCEPTIONS**  
Residents will need to update their phone numbers at the security desk when necessary. If your call box is inoperable put in a maintenance request.
- 100% ID check is required at all times while on Columbia Heights Village Property.
- Everyone **MUST** show an actual Government issued/Property issued/ Picture School ID/ CHV Juvenile ID (persons 17 years of age and under)
- **NO ID'S or PHOTOS WILL BE ACCEPTED on a phone or electrical device.**
- Everyone **MUST** be signed in by security personnel along with their destination building, apartment number, and name of leaseholder. If these guests are going to the leasing office, you still must sign in.
- Juveniles without access cards or a CHV juvenile ID card (issued to persons 17 and under) must have an adult lease holder sign them in or provide verbal consent to gain access to the community without an adult. (Please see the attached instructions on how to obtain a CHV juvenile ID card)

Please note: As a resident of Columbia Heights Village, you are responsible for your guest and their behavior. Don't let anyone jeopardize your home. Please be mindful of who you invite into your community.

\_\_\_\_\_  
Resident Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date