



VACATION RENTAL SERVICES, LLC.

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Email: info@vacationrentalservicesofnga.com * website: www.vacationrentalservicesofnga.com

Guest Folio # _____
(To Be Assigned by Booking Agent)

Welcome Valued Guest!

Thank you for choosing to stay with us! Please feel free to call between the hours of 9:00 AM to 9:30 PM if you have any questions. If we miss your call, please leave a message and we'll get back to you as quickly as possible. To expedite things, you may wish to fill out this application with all of the information below and submit it to us online, by email or fax. You will be contacted shortly by phone to confirm the information and obtain a credit card number for the billing process. Please have your credit card ready when we call.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell # / Phone: _____

Email (To receive directions & Welcome Info): _____

Adults: _____ Children under the age of 10: _____ Pet(s) _____

(Name of Property): _____

Scheduled Date of Arrival: S, M, T, W, Th, F, SA, SU: _____

Scheduled Date of Departure: S, M, T, W, Th, F, SA, SU: _____

Number of Nights: _____

Your minimum deposit (50% of total cost) must be placed on a credit card (Visa or MasterCard) in order to hold your reservation and final payment must be made at least 14 days prior to check-in date. If you will be paying by check, please make it payable to "Vacation Rental Services" and mail it to the address above so that it will be received no less than 30 days prior to check-in. Please note: All reservations must be accompanied by this completed & signed credit card authorization form regardless as to whether payment is made by check or credit card.

If you will call a day or two before your scheduled arrival, we will be happy to email you directions to the property and give you the access code for the lockbox. Please understand that our policy is not to give out directions more than a day or so before arrival, so as to assure the privacy and security of other guests who may be staying there before you and to be certain that housekeeping has adequate time to clean and prepare the property for your arrival. It is anticipated that you will plan your arrival no earlier than the standard check-in time (3PM), unless previous arrangements have been made for an early or after-dark check-in. Lockboxes are not applied until the property has been checked and approved for occupancy on the day of your arrival and they are removed by housekeeping on the day of your departure. If you will be arriving after dark, please call ahead and let us know so that we may leave lights on for you and it is suggested that you plan to bring along a small flashlight to help you to read the numbers on the lockbox.

Please note that check-in time is 3:00 PM and checkout time is 11:00 AM. Rarely, but occasionally, we may have a "turn-around" booking which would result in another guest arriving on the same date as your departure and therefore require strict adherence to these times. If you are checking in on the same date as another guest is checking out, we cannot guarantee that housekeeping would have the unit ready for occupancy by 3:00, but every effort will be made to do so. Your cooperation and understanding is anticipated and appreciated.

Please return the keys to the lockbox or leave them on the kitchen counter by 11AM on the day of departure (unless other arrangements have been made) and please be sure to lock all doors and windows behind you as you leave; Failure to do so, could allow for unlawful entry or damage from natural elements, following your departure and prior to the arrival of housekeeping staff, in which case you could be held responsible for any damage or loss resulting from non-compliance. Please take the time to be certain all is secure before leaving, just as you would your own home. Thank You!

Terms of your rental:

1. Free local telephone service. You must bill all long distance service to your calling card. Please Note: Cell phone service is not available at some more remote locations. Additionally, pay per view TV channels are blocked on all units.
2. The unit you are renting is completely furnished with all of the towels & linens, cookware, appliances & utensils necessary for an enjoyable vacation. Nothing should be taken out of the unit, except Hot Tub towels & deck chairs. Your total cost includes basic cleaning after you leave, including laundering sheets & towels, hauling trash and emptying, cleaning & chemically treating the Hot Tub. Please wash the dishes and cooking utensils that you use before you leave and pick up any litter, cigarette butts, etc. in the yard. If excessive cleaning is required, or if items are stained, damaged, or missing, additional charges may be billed to your credit card. You hereby agree to pay for any excessive cleaning fees, damaged, or missing items not covered by the damage waiver.
3. All properties are Non-smoking! And no pets allowed unless property is designated as "pet friendly" & prior arrangements have been made. Pet fees do not cover damages or excessive cleaning caused by pets. Bringing in an unauthorized pet could result in immediate eviction.

4. Guests must be at least 21 years of age to book. Maximum occupancy is not to exceed the posted number of persons.

5. Volume and noise levels must be kept to a level that will not disturb others. Management reserves the right to enter the premises at any time without notice & expedited eviction at his/her sole discretion if a disturbance arises or complaints are reported. No unauthorized parties, underage drinking &/or controlled substances of any kind will be permitted.

6. Refunds are not provided after 30 days prior to reservation arrival date. If there is an emergency that requires you to cancel within that 30 day period, we will hold your funds for up to 90 days to allow you time to reschedule with only a \$30 penalty or "reschedule fee" and apply the remaining funds toward your rescheduled stay. After 90 days, if you have not rescheduled, you will forfeit any funds on account.

7. Neither the owner nor manager/agent is liable for personal injuries or lost or stolen items.

Again, thank you for your booking and please feel free to call if you have any questions.

Kindest Regards,
Marylou Stansbury
Owner/Operator

The undersigned tenant agrees to the conditions mentioned above, and credit card billing for any damages over & above that covered by the damage waiver:

Signature: _____

Print Name: _____ Date: _____

Credit Card # (Last 4 digits only): XXXX-XXXX-XXXX- _____

Expires: ____/____