

SHORT TERM SUITES RESERVATION

www.shorttermsuites.com

Name of Occupant(s): _____
Company Name: _____
Home Address(s): _____
Email Address(s): _____
Mobile Phone: _____ Office Phone: _____
Rental Property Address: _____
Deposit Held: \$600 (min.) less \$175 cleaning/restocking fee (min.)
Monthly Rent: \$ _____ Minimum 2 Week Notice: _____
Date of Arrival: _____ Est. Date of Departure: _____

Deposit and Reservation:

Your reservation will be held for you only after your deposit of \$600 (min.) and reservation form are received. Deposit will be refunded to you, less the cleaning/restocking fee of \$175 (min.), within 14 days after you depart. Please leave the unit in the same condition as when you arrived. If the apartment requires excessive cleaning or down time, or if there is damage to the apartment or supplies, you will be charged accordingly.
Rent due: Your monthly rent is due *upon your arrival*, and on the same day of the month for the following months. Rent received after this date is subject to \$25 per day extra charge. NSF checks returned to us will have a \$50 fee.

Check In Time: After 3pm Check Out Time: Before 11am.

Please arrange with Lorna at 206-276-0588.

Notice of Departure and Extension:

We require a minimum 2 week notice prior to your departure, be it from a term rental or per diem.
We require a minimum 2 week notice if you wish to extend your stay beyond your estimated departure date.
Failure to vacate on confirmed departure date will result in forfeiture of deposit.
There will be no refunds for stays less than 30 days (30-day minimum).
Acceptance of the deposit is firm. Non-emergency cancellations will forfeit the deposit

Availability:

We reserve the right to alter your assigned suite based upon our 2 week flexible move out policy. We commit to provide an accommodating comparable or upgraded suite at no additional charge. Once you occupy an apartment, you then have the benefit of that "flexible departure" date; you can stay as long as you wish. The last portion of your stay will be prorated on a daily basis just as long as you give the 2 week minimum notice.

Keys issued to you:

You will receive keys to your apartment and mailbox. Keys not returned at move out are subject to a charge of \$25/key. We do not provide lockout service. For lockout service you might call AAA Locks at 206-325-1515.

Electricity: is provided for you within reasonable usage; excessive use will be charged to you.

Wifi internet: service is provided for you. **Cable:** service is provided for you.

Parking space: will be assigned to you if applicable.

Smoking and pets are not allowed: Failure to comply will forfeit deposit.

Please enjoy your stay at Short Term Suites; don't hesitate to ask if we may assist you!

GUEST SIGNATURE

Short Term Suites - Lorna Arnold
1120 8th Ave #1802, Seattle, Wa 98101
lorna@shorttermsuites.com
206-276-0588mobile, 206-652-9356 fax