

SHORT TERM SUITES RESERVATION

Name of Occupant(s) _____

Address(s) _____

Email Address(s) _____

Cell Phone _____ Office Phone _____

Home Phone _____

Rental Property Address _____

Deposit Held \$ _____

Monthly Rent \$ _____

Date of Arrival _____

Date of Departure _____

Minimum 2 week notice for any departure -- be it from a term rental or per diem.

Deposit and Reservation:

Your reservation will be held for you only after your deposit and reservation form are received. Deposit will be refunded to you, less the cleaning charge, within 14 days after you leave. 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 the date of your arrival, and in future month, upon that arrival date. Rent received more than 5 days late is subject to \$25 per day extra charge. NSF checks returned to us will have a \$35 fee.

Notice of Departure and Extension:

We require a minimum 2 week notice prior to your planned departure.

We require a minimum 2 week notice if you wish to extend your stay.

Checking In and Checking Out:

Please arrange with Lorna at 206-276-0588.

Keys issued to you:

You will receive keys to your apartment, laundry room and mailbox. We do not provide lockout service. For lockout service you can call AAA Locks at 206-325-1515.

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

Wireless (or hard wired) internet service is provided for you.

Cable service is provided for you.

Parking space will be given 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

LORNA ARNOLD
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