



## Sample Booking Confirmation

Dear **Mr. Guest**,

Thank you for choosing our home for your holiday. We hope that you have a pleasant stay.

The villa is located at:

**Street Address**  
**Town/City, Region, Post Code**  
**Phone XXXXX-XXXXXX**

Your confirmation is as follows:

**Check-in date:** **DD/MM/YYYY** after **3pm** (No early check-in please)

**Check-out date:** **DD/MM/YYYY** by **10am**

Number of adults: **X**

Number of children: **X**

Number of dogs: **X**

After I receive your **£200** deposit, your bill and payment schedule are as follows:

**\$1485.50** (Total) = **£1350** (rental rate)

1st payment of **£675.00** due **August 17, 2009** (60 days prior)

2nd payment of **£675.00** due **October 10, 2009** (14 days prior)

Please sign and return the rental rules outlined below. As soon as I receive your final payment, I will send/call the lock box/key instructions.

Thanks, and have a wonderful time,

**Mr. and Mrs. Homeowner**



## Invoice

---

Mr. and Mrs. Homeowner  
Street Address  
Town/City, County, Post Code  
Email: [owner@gmail.com](mailto:owner@gmail.com)  
Website: <http://www.OurHolidayRentalWebsite.com>  
XXXXX-XXXXXX (Home)  
XXXXX-XXXXXX (Homeowner's mobile)  
XXXXX-XXXXXX (Homeowner's mobile)  
XXXXX-XXXXXX (Fax)

Date

### Reservation Information

**Check-In Date:** DD/MM/YYYY after 3pm (No early arrivals please)  
**Checkout Date:** DD/MM/YYYY by 10am (No late departures please)  
**Number of Guests:** X adults, X children, x pets

#### Property Address:

Street Address  
Town/City, Region, Post Code

### Payments

Security Deposit	£200.00	PAID: Date & Pmt Method
<b>Total Rental Payment DUE:</b>	<b>£1350.00</b>	
<b>1<sup>st</sup> Payment, due MM/DD/YY</b>	<b>£675.00</b>	
<b>2<sup>nd</sup> Payment, due MM/DD/YY</b>	<b>£675.00</b>	
Balance Due:	£1350.00	

#### Payment Methods Accepted:

We accept, bank transfers, cheques, etc.  
Personal Cheques made payable to **Mr. and Mrs. Homeowner**

*Note: Clauses with Option A and Option B provide two different alternatives to suit the needs of your particular property.*



## Rental Rules\*

ADDRESS: **Number, Street Name, Town, Region, Country.** Phone: **XXXXX-XXXXXX**

CHECK-IN TIME is **AFTER 3 P.M. CST** AND CHECKOUT is **10 A.M. CST.** NO Early Check-in or late checkout.

This is a **NON SMOKING** property.

### PETS -

**Option A)** PETS are not permitted in rental units under any conditions.

**Option B)** PETS are permitted in rental units only with prior approval. **£50** per pet fee applies. All pets must be leashed at all times. Pet owners are responsible for cleaning up any/all pet refuse. Pets are not allowed on furniture at any time. Any evidence of pets on furniture may incur extra cleaning fees. All pets must be up-to-date on rabies vaccinations and all other vaccinations. Heartworm prevention is highly recommended. All pets are to be treated with Advantage or similar topical flea and tick repellent three (3) days prior to arrival. Fleas and ticks are very rampant in this area and can cause harmful/fatal illness to humans and pets. All items above are the sole responsibility of the pet owner. The cabin owners assume no responsibility for illness or injury that humans or pets may incur while on the premises.

**SECURITY/RESERVATION DEPOSIT** - A security deposit of **£135** is required. This must be received within **five (5) days** of booking the holiday property. The deposit automatically converts to a security/damage deposit upon arrival. The deposit is **NOT** applied toward rent; however, it is fully refundable within **(14) days** of departure, provided the following provisions are met.

- No damage is done to property or its contents, beyond normal wear and tear.
- No charges are incurred due to illegal activity, pets or collection of rents or services rendered during the stay.
- All debris, rubbish and discards are placed in rubbish bin, and soiled dishes are placed in the dishwasher and cleaned.
- All keys are left on the kitchen table and unit is left locked.
- All charges accrued during the stay are paid prior to departure.
- No linens are lost or damaged.
- **NO** early arrival or late departure.
- Parking passes are left inside the unit upon departure.
- The renter is not evicted by the owner (or representative of the owner) or the local law enforcement.



**PAYMENT** – An advance payment equal to **50%** of the rental rate is required **60 days** before arrival. The advance payment will be applied toward the rent. Please make payments via personal cheques or bank transfer payable to **[Your Name.]** The advance payment is not a security deposit. The **BALANCE OF RENT** is due **fourteen (14) days** before your arrival date.

**CANCELLATIONS** –

**Option A) CANCELLATIONS** - A **sixty (60) day notice** is required for cancellation. Cancellations that are made more than **sixty (60) days** prior to the arrival date will incur no penalty. Cancellations or changes that result in a shortened stay, that are made within **60 days** of the arrival date, forfeit the full advance payment and reservation deposit. Cancellation or early departure does not warrant any refund of rent.

**Option B) CANCELLATIONS** –Cancellations that are made more than **sixty (60) days** prior to the arrival date are subject to a **5% cancellation fee or £50**, whichever is greater. Cancellations or changes that result in a shortened stay, that are made within **60 days** of the arrival date, forfeit the full advance payment and reservation deposit. Cancellation or early departure does not warrant any refund of rent.

**MONTHLY RESERVATION CANCELLATIONS** – Monthly renters must cancel **one hundred twenty (120) days** prior to check-in. Monthly renters who make a change that results in a shortened stay must be made at least **ninety (90) days** prior to check-in.

**MAXIMUM OCCUPANCY** – The maximum number of guests is limited to **eight (8) persons**. An additional charge or **£10.00 per person** per night for guests in addition to **eight (8)** will be assessed.

**MINIMUM STAY** – This property requires a **three (3) night minimum stay**. Longer minimum stays may be required during holiday periods. If a rental is taken for less than **three days**, the guest will be charged the **three-night rate**.

**INCLUSIVE FEES** – Rates include a one-time linen & towel setup. Facilities fees are included in the rental rate.

**NO DAILY HOUSEKEEPING SERVICE** –

**Option A) NO DAILY HOUSEKEEPING SERVICE** – While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. However, it is available at an additional rate. We suggest you bring beach towels. We do not permit towels or linens to be taken from the property.

**Option B) NO DAILY HOUSEKEEPING SERVICE** – While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. However, it is available at an additional rate. We do not permit bath towels or linens to be taken from the property, but we provide extra beach towels for your use.

**RATE CHANGES** – Rates subject to change without notice.



**FALSIFIED BOOKINGS** – Any booking obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money, and the party will not be permitted to check in.

**WRITTEN EXCEPTIONS** – Any exceptions to the above mentioned policies must be approved in writing in advance.

**PARKING** –

**Option A) PARKING PASSES** – Parking passes are located inside the unit. Renters must display parking pass on the rear view mirror at all times. Failure to display may result in towing of vehicle at renter's expense. Leave the parking passes inside the unit upon departure.

**Option B) PARKING** – Parking is limited to **two (2)** vehicles. Vehicles are to be parked in designated parking areas only. Parking on the road is not permitted. Any illegally parked cars are subject to towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.

**HOT TUB** – No children under the age of 12 permitted in hot tubs at any time. When using the hot tub, remember there is a certain health risk associated with this facility. Use at your own risk. Our housekeepers drain, sanitize, refill and replenish chemicals in all tubs prior to your arrival; therefore, it may not be warm until later that evening. **DO NOT STAND ON THE HOT TUB COVERS.** Hot tub covers are for insulation purposes and are not designed to support a person or persons. They will break and you may be charged for replacement. Remember when not using the hot tub, leave cover on so hot tub will stay warm.

**FIREPLACES** – The fireplace is a non-vented propane gas log fired firebox. Please do not throw any paper or other combustible materials in the fireplace. Fireplaces are turned off from **April 15-September 15**; they are not operational during this time of the year.

**WATER AND SEPTIC** – These **cabins** are on wells and septic systems. The mineral content in the water is high. During a drought, the well water may have an odor. The septic system is very effective; however, it will clog up if improper material is flushed. **DO NOT FLUSH** anything other than toilet paper. No feminine products should be flushed at anytime. If it is found that feminine products have been flushed and clog the septic system, you could be charged damages of up to **two hundred pounds (£200)**.

We recommend you take out travel insurance for your trip.



### Sample Pet Addendum\*\*

It is hereby agreed by and between \_\_\_\_\_ (*Homeowner*) and \_\_\_\_\_ (*Guest*) that homeowner will allow guest to have the following described pet and no others in the vacation home upon and subject to the terms and conditions of the rental agreement and this addendum.

The permission granted herein shall be limited to a certain pet named \_\_\_\_\_ and described below:

Type of Pet: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Weight: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Neutered: Yes No

Guest hereby agrees to comply the following:

1. Guest to pay additional pet fee in the amount of £\_\_\_\_\_ per (**night/week**).
2. All pets must comply with the following specifications (documentation from an accredited veterinarian must be provided by Guest upon request):
  - a. May not exceed **thirty (30) lbs.**
  - b. Must be at least **one (1) year of age or older.**
  - c. Must be spayed or neutered.
  - d. Must be up-to-date on rabies vaccinations and all other vaccinations. Heartworm preventive is highly recommended.
3. All pets must be leashed at all times.
4. Guest is responsible for cleaning up any/all pet refuse.
5. Pets are not allowed on furniture at any time. Any evidence of pets on furniture may incur extra cleaning fees.
6. All pets are to be treated with a topical flea and tick repellent three (3) days prior to arrival. **Fleas and ticks are very rampant in this area and can cause harmful/fatal illness to humans and pets.**
7. Pet will not damage premises. If damages are caused, the cost of the damage may be deducted from security deposit.
8. Guest should prevent pets from producing excessive noise at a level that disturbs neighbors.
9. Pet will not be left unattended for an undue length of time, either indoors or out. Pet will not be left unattended on balcony, patio, or porch.



10. Homeowner assumes no responsibility for illness or injury that may incur to pets or humans while on the premises.

All items above are the sole responsibility of the pet owner.

Sign \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Use this sample pet addendum form only as a model. Add information regarding your holiday rental property and its hazards and have your attorney review your rental rules contract and all addendums to ensure that the terms and conditions of your contract comply with the local laws.*



## Rental Agreement Checklist

### Booking Information

- Property Address
- Phone Number at Holiday Home
- # of Guests Booked
- Guests Name(s)
- Arrivals Time, Date & Day of Week
- Departures Time, Date & Day of Week
- Rate Change Provisions

### Payment Instructions

- Security Deposit Amount
- Total Bill
- Cleaning Fee
- Tax Rate
- Payment Schedule Including Dates
- Balance Due Date
- Payment Methods Accepted
- Address to Mail Checks
- Returned Check Fee
- Instructions for Paying by CC
- Cancellation Policy

### Rental Rules

- Smoking Policy
- Pet Policy
- Rental Restrictions (Age, Noise, etc.)
- Maximum Occupancy
- Minimum Stays

### Post-Stay Information

- Housekeeping Procedure
- Checkout Policy (Keys, Cleaning, etc.)
- Penalty for Late Checkout
- Deposit Refund Policy (incl. deadline)

### Other

- Written Exceptions Clause (if renter wishes to alter anything outlined in rental agreement)
- Parking Information
- Inclement Weather Policy
- Use of/Access to Community Amenities
- Homeowner or Property Manager Contact Info





*Note to Homeowner: You may edit and use this form as needed for your holiday rental business. If another homeowner wishes to use this form, please direct him/her to [www.holiday-rentals.co.uk/info/owner-resources](http://www.holiday-rentals.co.uk/info/owner-resources).*

*HomeAway Holiday-Rentals grants you (an individual) a limited, personal, non-exclusive, non-transferable, non-assignable license to use our forms (the "Forms") for your own personal, internal business use. The Forms may not be used on any other Web site (competing or otherwise) or in a networked computer environment. Except as otherwise provided, you acknowledge and agree that you have no right to modify, edit, copy, reproduce, distribute, create derivative works of, reverse engineer, alter, enhance or in any way exploit any of the Forms in any manner. You shall not remove any copyright notice from any Form.*