

**Polices & Procedures for Sunchase # 202**  
**Check-in Time 3:00 PM**  
**Check-out Time 11:00 AM**

- Rental periods are for a minimum of 5 nights
- A deposit of \$200 is required to hold your condominium reservation. This deposit will be refunded after your departure if the unit is left in good condition.
- Full payment must be received 2 weeks prior to check-in to hold reservation.
- Cancellations must be made 1month or more prior to check-in, in order to receive deposit refunds.
- Sorry, there cannot be refunds for early departure except for forced evacuation due to hurricanes.
- Absolutely NO SMOKING is permitted in unit. Violation of this policy will result in forfeiture of your deposit.
- No refunds will be given for malfunctions, but we do promise to have any needed repairs made as soon as possible.
- NO PETS ARE ALLOWED!! Violation of this policy will result in forfeiture of your deposit and rent.
- Please leave the unit in GOOD condition upon departure and clean according to our cleaning list. By renting this property you are assuming all risks and liability
- for any damage to the unit. Any damage will be charged to the registered guest. We ask that you help us maintain the property in good condition for your enjoyment and guests to follow.
- We will not rent to vacationing students who are not accompanied by a parent. Failure to comply will result in parties being asked to leave the property with forfeiture of deposit and rent.
- This property is privately owned and managed and we reserve the right to refuse rental, or to discontinue occupancy if in our judgment you occupancy of the unit is detrimental to the property.
- KEYS: Only two keys per unit will be issued to rental guests. If keys are lost, guest will be charged \$25.00 per key. Please leave keys in lock box upon departing.
- DAMAGES: If during your stay, any breakage or damage occurs in the unit, please contact us immediately. Any cost for damage repair or breakage replacement is the responsibility of the guest.

**Please fill out the information below and mail to:**

**David Richardson  
940 56th St. E  
Northport, AL 35473**

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_

STATE\_\_\_\_\_ ZIP\_\_\_\_\_

PH # (H)\_\_\_\_\_ (W)\_\_\_\_\_

EMAIL ADDRESS\_\_\_\_\_

DRIVERS LICENSE STATE\_\_\_\_\_ NUMBER\_\_\_\_\_

DATE REQUESTED\_\_\_\_\_ FOR\_\_\_\_\_ NIGHTS

Names of all who will be occupying unit:

1\_\_\_\_\_

2\_\_\_\_\_

3\_\_\_\_\_

4\_\_\_\_\_

I acknowledge that I have read and understand the content and meaning of this Rental Agreement and the owner or manager has answered all my questions regarding this Agreement with me. We understand that there is no maid service. We will clean thoroughly for your next guests according to your list or risk losing our deposit.

SIGNED\_\_\_\_\_ DATE\_\_\_\_\_

SIGNED\_\_\_\_\_ DATE\_\_\_\_\_

**Final Instructions and Key Code Will Be Sent After Full Payment is Received.**