

Rental Contract



847-256-2553-Owner

TWO PALMS RENTAL POLICIES AND PROCEDURES

7052 Hwy C-30-A, PORT ST JOE, FL 32456

Two Palms House Phone # 850-229-7852

G.P. S. Co-Ordinates - Latitude= 29.684832.... Longitude = 85.289103

Check-In: 5:00 PM (EST)- PICK UP KEY at 7355 Hwy SR 30, Donna Stuart, Property Manager Home phone= 850-229-5421- Cell Phone= 850-340-1513 Please call Donna and update her on your ETA Saturday 9-10 AM.

Please Be Prepared to Give \$500 Personal Check or Credit Card for Refundable Security Deposit to Donna.

Check-Out: 10:00 AM – Security Deposit Check will be Destroyed or Sent Back Upon Inspection of the Home for Damage and Cleanliness.

**PLEASE NOTE: PANAMA CITY AND MEXICO BEACH ARE CENTRAL TIME
PORT ST. JOE, CAPE SAN BLAS & INDIAN PASS ARE EASTERN TIME.**

Payment: We accept Paypal, personal checks, cashier's checks, and certified checks.

Reservation & Confirmation Deposits: All reservations are taken by phone or online. The confirmation deposit will be printed on a reservation acknowledgement that is mailed promptly after your initial

booking.

Advance reservation/rental rates: Reservations are accepted up to one year in advance. Reservation made for occupancy for the upcoming calendar year will be confirmed with a \$500 down payment. Remainder of the confirmation deposit must be paid in January of the next calendar year.

Balance Due 30 Days Prior to Arrival: The balance of your rent is due 30 days prior to your arrival. All rentals are subject to Florida sales tax and local city and county taxes.

Reservations may be made one week in advance for unreserved homes one week in advance.

Maximum Occupancy: The maximum number of guests per unit is based on the ability to comfortably and safely accommodate our guests. Occupancy limits are in accordance with rules of the State Fire Marshall's Office. No exceptions will be made. This house has a maximum occupancy of **10 people.**

Pets: Dogs are allowed in the home with prior approval and \$100 FEE per dog. No other pets are allowed unless there is prior approval. Please be courteous and obey/respect common Pet Dog protocol. PLEASE KEEP PETS OFF FURNITURE AND BEDS and clean up all Dog Hair before departure, PLEASE.

Cancellation Policy

If a "Mandatory Evacuation" order is issued for the area that your unit is in, we will only charge for the nights you occupied the unit. If you choose to leave in a "Voluntary Evacuation" no refunds will be given. No refunds are given for early departures due to inclement weather. You have a 10 day grace period, if you cancel within 10 days your deposit is fully refundable. If you have to cancel after that date you can use your deposit for another week. If you cancel your reservation within 30 days of arrival you will not get a refund unless the house is re-rented. We will try to rent your cancelled week on a best effort basis. If necessary we may need to discount the weekly rate, but ONLY with your permission, will this be done.

Security Deposit

There is a \$500.00 refundable security deposit (CHECK OR CREDIT CARD) due upon arrival. It will not be cashed unless there are damages, missing items or the house requires exceptional extra cleaning. The house will be thoroughly checked after you leave.

Housekeeping: Your unit will be thoroughly cleaned before each arrival. If you are not satisfied, please call us immediately. If you are a late arrival, please notify us by the following morning. If you have not called by this time, we will assume that you found your unit in acceptable condition. During your stay maid service is available for \$50 per hour, minimum 2 consecutive hours with 48 hours advance notice. We also have someone available to do your grocery shopping or babysitting for a fee, please ask. PLEASE REPORT ALL DAMAGE and ANY ACCIDENTAL Activities that may require additional repair or Cleaning before you leave so that we will have time to correct the situation. THANK YOU.

Age Requirements: We only rent to under the age of 25 on a per case basis (legal photo ID required upon request). Any reservation made under false pretenses will be subject to forfeiture of advance payment, deposit and/or rental money. Violators will be evicted.

No House Parties, Large Groups, Campers, Trailers, or Motor Homes: If home is booked for these purposes without our knowledge, occupancy will not be allowed and deposit forfeited. If discovered after occupancy, guests will be asked to vacate premises immediately with no refund. **Occupancy limits (10) are in accordance with rules of the State Fire Marshall's Office. No exceptions will be made. Sleeping limits indicate the maximum occupancy (10). Guest counts exceeding maximum occupancy will be subject to eviction of the entire party (10) If necessary, the Gulf County Sheriff will be contacted and called to the house.**

Smoking: Smoking is strictly prohibited inside Non-Smoking rental units. You will incur additional charges for carpet cleaning and deodorizing if any evidence of smoking is found in your unit.

Telephones: Telephones are provided with free long distance. There is no charge for local phone calls. Two Palms phone # is 850-229-7852

INTERNET, WIFI and CABLE- We offer complimentary INTERNET, WIFI and CABLE but we do not guarantee that it will work 100% of the time since we are dependent on Mediacom. We can guarantee that we will do everything in our power to fix it if there is a problem.

KITCHEN- Two Palms kitchen is very well stocked with loads of Pots and Pans, Dishes and Plates, Silverware and Glasses, multiple Coffee Pots and Accessories, if you have special needs, please ask Donna (Manager). We do not throw away spices and other non-perishable items. While we cannot guarantee there will be items in there, **USUALLY** there is salt, pepper and other spices, as well as sweeteners, coffee filters and other typical items found in dry goods storage area. Also you can visit us on **PINTEREST** to view our cabinets, drawers and whole kitchen area at:

<http://www.pinterest.com/burnsmanagement/two-palms-villa-kitchen-cabinetsdrawers-contents-c/>

Linens: An initial linen supply (one set of towels per person and one set of sheets per bed) will be provided that is included if the \$200 cleaning fee. The beds will be made. Additional linens can be rented at the time of check-in or during your stay.

WE have a charcoal and a gas grill at Two Palms for your convenience. **PLEASE PUT GRILL COVERS BACK ON UNITS** after each use. Guests are responsible for purchasing their charcoal/lighter fuel and re-filling gas containers. Donna can help direct you to refilling stores for your gas.

Garbage Pick-up is early Monday AM. **PLEASE** put green garbage cans out on the street **SUNDAY PM**. (If not you will not have room for your personal garbage during the week)

Check-Out Time: Check-out time is 10:00 AM (EST). All guests will be charged \$100.00 per hour for late checkout unless prior approval has been made. Cleaning personnel will also be instructed to enter the residence at 10:00 AM EST to start washing sheets and towels, **UNLESS** other arrangements have been agreed upon by Donna and Burns Management.

Things to Do Before Check-out: We ask our guest to please leave their home in the general condition as it was found, to avoid additional Charges. Particularly in regard to DOG HAIR on BEDS and FURNITURE. They MUST BE LEFT HOW THEY WERE FOUND, or there will be ADDITIONAL CLEANING FEES CHARGED.

- **All dishes cleaned, put in dishwasher and replaced in cabinets**
- **Take food you want with you and just leave the remaining items in Refrigerator, we will dispose of unwanted items.**
- **We don't have enough time to wash and dry all items in house before new folks arrive. Please wash and dry towels if you would be so kind. No need to fold them. And even if you could start the process and leave with them in washer or dryer, that would be much appreciated and helpful. Thank You!**
- **All furnishing placed in original position.**
- **All trash in bags and placed in outside trash container at the street.**
- **Check under beds, in drawers and closets for your personal items. We are not responsible for items left behind.**
- **Keys must be returned or you will lose deposit**
- **There are brooms, mops and other cleaning tools in laundry room. We also have a Shop Vac in Yellow Room Closet (Main Floor Bedroom, near Laundry Room) for help in cleaning up Sand, Dirt and Dog Hair. Please call Donna if you need any additional cleaning materials or supplies.**

Please visit our SOCIAL MEDIA WEBSITES for and LIKE us and Follow us:

<https://www.facebook.com/BurnsManagement>

<http://www.pinterest.com/burnsmanagement/>

<https://plus.google.com/u/0/+PeterBurnsTwo-palmsdotcom/posts>

DISCLAIMER: Every effort has been made to assure accuracy, however, we cannot assume responsibility for errors or omissions. Rental data, terms and conditions are subject to change without notice.

IF YOU HAVE ANY QUESTIONS REGARDING POLICIES AND

PROCEDURES OR WOULD LIKE MORE INFORMATION, PLEASE CONTACT LYDIA BURNS at 847-256-2553 or Peter Burns 847-254-2325 or Donna Stuart (Manager) 850-229-5421

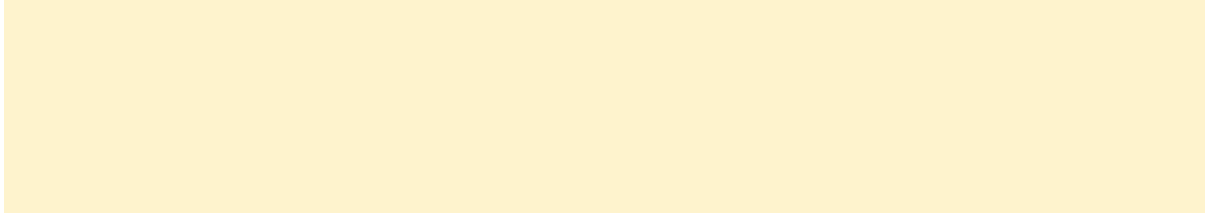
PLEASE SIGN BELOW AND RETURN AT THE TIME OF CHECK-IN

RENTER: _____, **DATE:** _____

RECEIVED BY: _____, **DATE:** _____

Things to "BRING" some initial supplies will be there upon arrival**

- **An initial supply of toilet paper and soap is provided for your convenience**
- **Toilet Paper and Garbage Bags ****
- **Aluminum Foil and Plastic Wrap**
- **Dishwashing Detergent ****
- **Laundry Detergent ****
- **All-purpose Cleaner**
- **Bath Soap and Shampoo**
- **Staple items (salt, pepper, sugar, etc.)**
- **Condiments**
- **Extra Linen's if needed**
- **Suntan Lotion and Sunglasses**
- **Tackle Box**
- **Medicines and Prescriptions**
- **Hat's**
- **Camera**
- **Dish Towels and Cloths**
- **Beach Towels**
- **Umbrella**
- **Beach Chairs and Rafts**
- **Charcoal for our charcoal grill**
- **We supply gas tanks so you can refill if needed**



BURNS MANAGEMENT
WWW.TWO-PALMS.COM