



# MONTEREY GUESTHOUSES

## BOOKING INFORMATION & RENTAL AGREEMENT

Date: \_\_\_\_\_

Guesthouse Suite(s) : \_\_\_\_\_

Dear \_\_\_\_\_

Welcome! And thank you for choosing Monterey Guesthouses for your vacation. For more information about our Guesthouse Suites & local events, please call 831-484-6442, email info@montereyguesthouses.com, or visit www.montereyguesthouses.com

Our Guesthouse Suites are located at:  
714 Monterey Salinas Highway  
Corral de Tierra, CA 93908

Your booking information is as follows:

Security deposit: \$500/per unit

Deposit is necessary to confirm and hold your reservation dates.

Rental rate/night: \_\_\_\_\_  
3% if guest uses

Number of nights: \_\_\_\_\_ Discount: \_\_\_\_\_

Service charge for PayPal: credit card

Cleaning charge: \$75 Pets charge: \_\_\_\_\_

Total rental fee: \_\_\_\_\_

Deposit due immediately. Rental Fee due: \_\_\_\_\_

Total Amount to be paid: \_\_\_\_\_\*\*

\*\*Total Amount includes refundable security deposit & discount

Check-in date: \_\_\_\_\_

(Our usual check-in time is 1:00 p.m.; early check-in is available if room is ready)

Check-out date: \_\_\_\_\_

(11:00 a.m. or unless otherwise agreed upon)

Number of adults: \_\_\_\_\_

Number of children & ages: \_\_\_\_\_

Number of pets: \_\_\_\_\_

Description of pet(s): \_\_\_\_\_

\$500.00 deposit required for all reservations with a 30 day minimum cancellation (See full Cancellation Policy on page 2 of this agreement. \*If guest uses credit card, a 3% service fee will be deducted from security deposit.)

**Please Note: Your guesthouse booking is not confirmed until we receive your signed rental agreement and security deposit.** All remaining rental fees must be received two full weeks before check-in date.

I look forward to meeting you. Please don't hesitate to let us know if you have any questions about your stay or the Monterey area, and let us know if you have any special needs or requests we can help with.

Sincerely,

Elizabeth Ward, Owner

## VACATION RENTAL AGREEMENT

Elizabeth Ward, Owner

Telephone: 831-484-6442 FAX: 831-484-6733 Email: info@montereyguesthouses.com

Unit Address (physical location and mailing address):

714 Monterey Salinas Highway

Corral de Tierra, CA 93908

All guests must sign the following agreement before their reservation can be confirmed.

- 1) **THIS IS A NON SMOKING UNIT.** No smoking of any kind is allowed in the guesthouse.
- 2) **PETS.** Pets are permitted in rental guesthouse only with prior approval.
- 3) **DAMAGE/RESERVATION DEPOSIT.** A reservation deposit of \$500.00 is required. Please note that guesthouses are available on a first-come first-serve basis, and your booking is not confirmed until a deposit is received. The deposit automatically converts to a security/damage deposit upon arrival. The deposit is not applied toward rent; however it is fully refundable within fourteen (14) days of departure, provided the following provisions are met.
  - No damage is done to unit or its contents.
  - Only normal cleaning is required when you vacate the guesthouse. [Please note that a charge for cleaning an excessively dirty stove/oven, stains on carpets, furniture, or linens, marks on walls, or damage of household contents will be taken out of the security deposit. \*Cooktop has covered trays and oven has liner in bottom.]
  - No charges are incurred due to contraband, pets or collection of rents or services rendered during the stay
  - All keys are left on the kitchen table
  - All charges accrued during the stay are paid prior to departure
  - No linens or other guesthouse furnishings are lost or damaged
  - Occupancy or use of shower facilities in Guesthouse does not exceed agreed upon number of guests
  - A minimum of 30 days is given prior to canceling a booking
- 4) **CANCELLATION POLICY.** A \$500 deposit is required to reserve a guesthouse. This deposit holds your booking and then serves as a damage deposit once you arrive. If there are no damages or additional charges incurred during your stay, your \$500 is refunded in full.

**Our cancellation policy with regard to the deposit is as follows:**

  - If cancelled 60 days before arrival, you will receive a refund of your deposit minus a \$75 administration fee and any bank or Paypal fees incurred in processing your deposit amount (3%).
  - If cancelled 59 to 30 days before arrival, you will receive a refund of your deposit minus a \$95 administration fee and any bank or Paypal fees incurred in processing your deposit amount (3%).
  - If you cancel fewer than 30 days before arrival, your deposit is not refunded unless the owner is able to rent the guesthouse(s) for the time you reserved.
- 5) **GENERAL HOUSEKEEPING POLICIES.** There is a \$75 cleaning fee per suite for your stay unless otherwise agreed upon. Also, the grounds make for a wonderful place to romp, but please supervise children and pets.
- 6) **WATER AND SEPTIC.** Guesthouse Suites are on wells and septic systems. The septic system is very effective; however, it will clog if improper material is flushed at anytime. **DO NOT FLUSH** anything other than toilet paper. No feminine products should be flushed at anytime.

7) **WINDOW BLINDS.** Operation of all blinds and entry door will be shown by owner when you arrive.

I have been shown and understand how to operate the blinds and door entry.

To Be Signed Upon Arrival: \_\_\_\_\_ (Date: \_\_\_\_\_)

8) **STORM POLICY.** No refunds will be given unless:

- The state or local authorities order mandatory evacuations in a tropical storm/hurricane warning area and/or
- A mandatory evacuation order has been given for the Tropical Storm/hurricane warning area of residence of a vacationing guest

The day that the authorities order a mandatory evacuation order in a tropical storm/hurricane warning, we will refund

- Any unused portion of rent from a guest currently registered
- Any unused portion of rent from a guest that scheduled to arrive and wants to shorten the stay to come after the hurricane warning is lifted and any advance rents collected or deposits for a reservation that is scheduled to arrive during the hurricane warning period.

9) **TRAVEL INSURANCE.** We highly recommend all guests purchase travel insurance. If you wish to purchase travel insurance, go to [www.insureMyTrip.com](http://www.insureMyTrip.com) for details and to purchase.

10) **LIABILITY.** Our guesthouses are privately owned; the owners are not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. Guesthouse owners are not responsible for the loss of guests' personal belongings or valuables. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or that of others whom they invite to use the premise.

11) **OCCUPANCY.** The number of guests occupying Guesthouse Suites must be determined before booking. Any additional occupants will be charged at an additional fee of \$25/night. Maximum occupancy may not be exceeded. Because of septic tank concerns in our country setting, people who are not registered guests using shower facilities will also be subject to additional costs.

Please sign, date, and return this Rental Agreement to Elizabeth Ward.

FAX: 831-484-6733

Email: [info@montereyguesthouses.com](mailto:info@montereyguesthouses.com)

Postal Mail:

Elizabeth Ward

714 Monterey Salinas Highway

Corral de Tierra, CA 93908

(Print Name) \_\_\_\_\_ (Date) \_\_\_\_\_

(Signature) \_\_\_\_\_

Guest email: \_\_\_\_\_ Guest phone: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ country: \_\_\_\_\_