

Make Your Mark (Total Leasing, Inc)

Vacation Rental Agreement

This agreement is entered by and between _____ (hereinafter singularly or collectively referred to as "Guest") and Total Leasing, Inc. (hereinafter referred to as "Management.").

Property Address: 13209 Oleander Dr, Panama City Beach, FL 32407

Arrival/Check Out: _____

Guest Billing Address: _____

Guest Phone and Email: _____

Reservation Booking and Down-Payment/Cancellation: A reservation down-payment equal to 30% of the total reservation amount is due at the time the reservation is made not including a damage deposit. The remaining amount of reservation is due in full 60-days prior to arrival date. Management can and will accept multiple payments leading up to the 60-day cut-off prior to arrival date. Management accepts Electronic and/or Bank Checks. Confirmation of Guest's reservation will be emailed to Guest's email on file. Failure to pay any remaining balance as of 60-days prior to check-in will result in the reservation being cancelled and no credit/monies refunded. If at any time the Guest's contact information changes, Guest's needs to contact Management and make the updated changes. If any modifications are needed for reservation, Guest's will need to complete a new reservation form. If a Guest is a "no show" on reservation arrival date, their reservation will be regarded as a cancellation and no credits/refunds will be issued nor modifications applied. If Guest's wish to cancel their reservation, they must do so 120-days prior to arrival date. In the event of a cancellation, the \$250 booking fee will not be credited/refunded. Management will not be held liable, nor will Guest's receive any form of credit/refund for any of the following but not limited to: late or delayed arrivals, early departures, inclement weather, maintenance or housekeeping issues nor outages of any kind.

Policies: It is important to note, Primary Guest must be 30 years of age or older. Primary Guest must be present and staying at the property throughout the entirety of the reservation. Violation of this policy will result in immediate eviction of Guest from property. In addition, Adult to Minor requirements for this property are as follows; 1 parent or guardian over the age of 30 MUST be present and staying in the property for every 3 guests 18 and under. Property is subject to inspection by Management at any time.

Damage Deposit: This property requires a \$1000 refundable damage deposit to be paid at time of booking. Upon inspection at check-out, a refund will be issued and mailed to Guest's address on file. The damage deposit does not cover losses or damages during your stay related to the following:

- *Intentional acts or omissions, negligence or damage inflicted by you or any other invitees
- *Misconduct or Illegal activities
- *Theft as a result of your failure to lock or secure the Property
- *Damage resulting from motorized vehicles, watercraft or any other mechanized items operated by you or any occupant.
- *Unauthorized entry into Owner's private closets
- *Smoking on the Property (including vape pens, e-cigs, pipes, hookah, marijuana devices or any drug paraphernalia) **Indications of any of the above will result in a total loss of the \$1000 damage deposit
- *Damages caused by unauthorized animals allowed on the Property (including service animals)
- *Exceeding occupancy limits or parking limits
- *Excessive cleaning required at Check-out

Normal wear and tear are not considered part of the damage deposit. This is a privately-owned home, and we hope that Guest's treat it with care and respect while staying on Property. It is our hope that you have a wonderful stay and leave the Property in its prior state of cleanliness and repair.

Prohibited: Upon check-out, Management will inspect property and its contents for damage, missing items, vandalism, abnormally dirty appearance and any discrepancies or violations of this Agreement. If Management determines, in its sole discretion, that damage is present, items are missing, the property or contents are abnormally dirty, or the Guest is in breach of any portion of the Agreement, Management will charge guest accordingly out of the \$1000 damage deposit.

Maximum Occupancy: This Property is set up to sleep 22 individuals with the addition of 2-fold-out beds. 24 persons is the absolute maximum number of guests allowed in this home.

No Pets: This Property has a strictly enforced "No Pets Allowed" policy. Violation of this policy will automatically void and of the refundable damage deposit and no credit will be issued and Guest's will be asked to vacate the Property immediately.

No Tampering with Controls/Devices/Passwords: Tampering with controls/devices, cameras or creating passwords, locks or codes of any fashion in or on the Property is not permitted. The alarm on the door for the pool is mandatory per Florida State Law. The Property does not have a lifeguard on duty. All Guests and their invitees shall use pool facilities at their own risk. No children ages 12 and under are

permitted in or around the pool without adult supervision. Guests MUST always keep the pool area secured to prevent unaccompanied children and non-swimmers from access. No glass, food or drink is permitted in pool. If the pool needs attention, Guests are to contact Management immediately. Pool heating system is not to be tampered with and in doing so, Guests are in direct violation of this rental agreement. Doing so can result in loss of the \$1000 damage deposit. If pool heat was included in reservation, Management will set the pool heating systems prior to check-in. Additionally, a pool company has been contracted to clean the pool on a regular basis and will do so during your stay as to keep the pool sparkling clean and operating fully.

Elevator Use: This Property does have an elevator available for an additional charge. This is an agreement in addition to the regular reservation. If interested, you can contact Management for further information.

Beach Ordinance: Leave No Trace: Guests are to adhere to the "Leave No Trace" Ordinance (also known as Leave Only Footprints) which states that all personal items will be removed and disposed of if left on the beach between the hours of 7pm-7am. These items include, but are not limited to, tents, chairs, toys, umbrellas and coolers. Management will not be held liable or responsible for any items left on the beach by Guest.

Lost and Found: Management is not responsible or liable for retrieving any items left by Guests. Management will however do its best to locate and at Guest's expense ship left behind items.

Interference with Stay: Acts of God: Neither Owner or Management shall be liable or responsible for events beyond their control which may interfere with Guest reservation occupancy, including but not limited to, acts of God, acts of governmental agencies, fire, strikes, war, or inclement weather, including but not limited to hurricanes, tropical depressions or severe weather of any kind. Credits, refunds or compensation for cancellations or shortened stays due to these actual or anticipated events will not be offered.

Guest Name (Printed)

Guest Signature

Date

Please complete the following page for reservation information.

Primary Guest Name: _____

Number of additional guests staying during reservation:

Adults: _____

Children: _____

Mailing Address:

Deposit Due: This is the 30% of the Reservation Total in addition to:

taxes

cleaning fee

\$250 booking fee

**The Damage Deposit of \$1,000 which is refundable is due in addition to remaining balance 60-days prior to arrival date.*

Please complete the Agreement and either scan and send via email or mail with payment. Checks should be mailed to:

Total Leasing, Inc.

3075 Middle Rd

Columbus, IN 47203

Please feel free to contact Total Leasing, Inc./Amanda Perry via email MakeYourMarkPCB@gmail.com or by phone 812-343-0619 with any questions regarding your reservation.