

GUEST DATA SHEET

The following Guest Data Sheet must be completed in its entirety (ALL shaded areas must be filled in on both pages).
Sign and mail to the Cottage Keeper with the signed Rental Agreement and reservation deposit.
Reservations are NOT confirmed until all have been received.

INFORMATION REQUIRED FOR INSURANCE PURPOSES			
<i>Last name, first name, middle initial</i>			<i>Date of Birth</i>
<i>Driver's License #</i>	<i>State of License</i>	<i>License Plate # for main vehicle</i>	<i>Make of Car</i>
<i>Credit Card Account # — REQUIRED FIELD:</i> <small>May be used in the event that damages to the home exceed security deposit collected.</small>		<i>Name of Credit Card Company</i>	<i>Expiration Date</i>
ADDITIONAL INFORMATION REGARDING YOUR STAY			
<i># of people in your party</i>	<i>Will you be bringing a boat?</i>	<i>How did you hear about the Cottage Keeper?</i>	
<small><i>Some of our homes allow canine pets / must be prearranged. There is a \$50 non-refundable pet fee and an additional security of \$100 for each pet. It is the responsibility of the pet owner to clean the premises after their pets. Failure to do so will result in loss of the pet security deposit.</i></small>			
<i>Will you be bringing a pet?</i>			

OUR RENTAL POLICIES AND PROCEDURES

RESERVATIONS: Reservations are confirmed upon receipt of the signed rental agreement, guest data sheet and 50% deposit of the base rental. The guest named on the rental agreement is the party responsible for the reservation, adhering to our policies, and assuring the property is appropriately maintained during the stay.

PAYMENT: In order to confirm your reservation, an advanced deposit of 50% of the total base rent is due within 10 days of making your reservation. Payment may be made in the form of personal check, money order, certified or cashier's check. **(CREDIT CARDS ARE NOT ACCEPTED FOR RESERVATION DEPOSITS OR FINAL PAYMENT).** Final balance, tax and security deposit is due upon arrival and may be paid in the form of cash, personal check, money order, certified or cashier's check. Reservations made less than 15 days prior to arrival require full payment via personal check, money orders, certified or cashier's check, mailed overnight to the Cottage Keeper. Returned checks will be accessed a service charge of \$25.00.

SECURITY DEPOSIT: On behalf of our homeowners, a security deposit is required on all Cottage Keeper Vacation Rentals, equivalent to one night's stay at the prime season rate. This amount is refunded within 14 days of departure, barring any damages or failures to comply with our rental policies. If damage to the premises occurs in excess of the security deposit, the primary renter will be held liable.

CANCELLATIONS: Deposits are refundable (less a 10% administration fee of the total base rental) due to cancellations with a minimum 60 day notice prior to arrival. A refund with less than 60 days notice is possible only when that home becomes booked and rented during that same rental period.

Continued —

PROCEDURE: Upon receipt of your deposit, the rental agreement (showing amount due upon arrival), directions to the home, an area map, a list of amenities, and your personal lockbox combination is mailed to you. Only when we have received the signed rental agreement and completed Guest Data Sheet is your confirmation complete. The lockbox allows you immediate key retrieval for the home. Upon your arrival, call us immediately at 888-404-2688 to arrange a time which we can meet you at the home (either that evening or early the next morning), so we may acquaint you with the area, answer any questions you may have, and to complete the paperwork and final payment. The credit card listed on the front page of this sheet must be presented at this time for verification.

ACCOMMODATIONS: Our homes are privately owned. Our owners have opened their homes to you so that you may enjoy your vacation in a "home environment". As their guests, we expect that you will treat the owners' homes with due respect and leave the premises in the same condition you found it. Each property is furnished according to the owner's individual tastes and preferences. Refunds are not given for dissatisfaction with the décor, changes or additions made by the owners, or printing errors.

ARRIVALS & DEPARTURES: The arrival and departure times, as listed on your contract, must be adhered to. As these are private homes located throughout our county, due time must be given to our cleaning staff to have the home ready for the next renters or for visits by the homeowners. Our check-in time is anytime after 4pm ... check-out is 10am.

REPAIRS & MAINTENANCE: As with any home ... appliances, systems and equipment can malfunction at any time. Your vacation is important to us. Malfunctions will be corrected as soon as possible. Cottage Keeper employees and authorized repair personnel may enter the premises and grounds at any time for purposes related to repairs and/or maintenance of pools, jacuzzi, hot tubs, etc. If, per our determination, the home you have rented is "temporarily unfit for occupancy", the Cottage Keeper will make every effort to move you to a comparably-priced property. If no such property is available, your rent will be refunded.

GENERAL POLICIES: The following lists our general policies. Failure to comply with this list will result in immediate eviction, loss of remaining rent and forfeiture of security deposit.

- No persons under the age of 21 are allowed to enter into the legal rental agreement and must be accompanied during the entire rental period by a parent or legal guardian.
- There are no refunds for early departure, acts of nature or dissatisfaction with the furnishings.
- Fireworks are prohibited at ALL Cottage Keeper properties. Immediate eviction, loss of rent and security deposit will ensue.
- Maximum occupancy is listed on your rental agreement. Exceeding this number is strictly PROHIBITED.
- Your rental agreement states the contracted departure time. Failure to adhere will result in charges assessed to your security deposit.
- **Recycling of garbage is required in ALL Cottage Keeper homes.** Each home is equipped with the required recycling bins. If you need an additional pick-up of refuse during your stay, please call. Failure to recycle will result in a minimum \$50 deduction from your security deposit.
- Burning of candles, oil lamps and scents are prohibited in all Cottage Keeper rentals.
- Smoking is prohibited in all homes and will result in eviction and forfeiture of rents & security deposits.
- All properties are equipped with telephones for your safety and local convenience. Most phones allow local phone calls only ... and are blocked from long distance calling. You must use your credit card or phone card for any long distance calling. The phone number for your rental home is listed on your agreement. Please make sure your guests and family have this number to reach you in case of emergency. NOTE — Reliability of your personal cell phone reception is dependent upon your individual provider.

I hereby acknowledge that I have read both pages of the Rental Policies and Procedures of the Cottage Keeper and agree to uphold these during my stay. As primary renter, I accept and assume the liability of any costs for damages that may result from misuse or negligence by any members of my party, which may be in excess of the collected security deposit.

(Signature) _____

(Date) _____