



EXECUTIVE LODGING
M A N A G E M E N T

Executive Lodging Management Sample Rental Agreement

Reservations- Once a mutual agreement has been made for the rental of unit, the full payment amount of _____ must be made in order to confirm the reservation. Payment must be made by money order or in the form of a wire transfer, money order, or cashiers check payable to _____.

CANCELLATIONS- No cancellations allowed once a reservation has been made.

CHECK- IN/OUT – Check-in time is _____ P.M. on arrival date of _____, 20____. Check-out time is _____ A.M. on date of departure of _____, 20____. Any exceptions must have prior approval from the owner and/or resort. The agreed upon rental price for the above stated timeframe or week of _____, 20____ is \$_____ for _____ (unit number/ point/ room size) at _____ (resort).

RULES AND REGULATIONS- Upon check-in, you must present a credit card to the front desk personnel, just like when you rent a hotel room. YOU are responsible for any damage, loss or theft incurred while renting this property. Any damages, which is not considered normal wear and tear, loss or theft caused by you, the renter may be charged to your credit card. In order to reserve the integrity of the unit, we ask that it be occupied in a quiet and dignified manner. As a guest of _____ (resort), you are expected to respect the premise and its contents and guard against damage, loss or theft. You are expected to adhere to all of _____ (resort) rules and regulations. The _____ (resort), its employees and property owners will not be held libel for any claims, suits, damages, costs, losses and/or expenses arising from injury to any person or property occurring on the premises resulting from/ relating to rental of this property. The renter must be at least 21 years of age and agrees not to sub-rent this unit. The rental rights acquired from this rental agreement are non-transferable.

TELEPHONE- All telephone calls, tolls calls etc. will be billed to your credit card. NO PETS ALLOWED AT _____ (RESORT) AND NO SMOKING ALLOWED IN UNITS

A copy of this rental agreement is hereby acknowledged by both parties.

(Renter, Name, Address, and Phone Number)

X _____ (Signature of Renter)

Date _____

(Owner Name, Address, and Phone Number)

X _____ (Signature of Owner)

Date _____