

**CORPORATE/Long Term Rental
RULES AND REGULATIONS
For Condo Units at Villas de Costa Mar
Name: Nelly Rios, Phone #302-598-1387 EST**

Please read, print, and sign rules & regulations/contract and send it along with your payment.

Check-in time is after 3:00p.m.Est. and Check-out is 10:00a.m.Est. (No Early Check-ins allowed)

This is a NON SMOKING unit and smoking is not permitted on Villas de Costa Mar!

Pets are not permitted in rental units under any conditions. Park only in the unit's designated parking space.

All lights and electrical appliances must be turned off when not in the Unit. This includes air conditioners and fans. Any excess electrical and water charges incurred above normal monthly usage will be charged to the Tenant/Corporation.

DAMAGE/RESERVATION DEPOSIT- A damage/reservation **deposit of half of monthly rent for rentals six months or shorter, Full months rental fee for seven months or longer is required.** This must be received within seven (7) days of booking the reservation. The deposit automatically converts to a security/damage deposit upon arrival. **The deposit is NOT applied toward rent; however, it is fully refundable within (20) days of departure, provided the following provisions are met.**

- No damage is done to the unit or its contents, beyond normal wear and tear.
- No charges are incurred due to contraband, pets or collection of rents or services rendered during the stay.
- All debris, rubbish and discards are placed in dumpster; one load of laundry is started.
- Keys and remote control to gate should be handed over to property manager.
- No linens are lost or damaged.
- No Early check-in or late check-out.
- Parking passes are left inside the unit upon departure.
- The renter is not evicted by the owner (or representative of the owner), the local law enforcement, the security company employed by the Complex.

PAYMENT - An advance payment equal to 50% of the rental rate is required 60 days before arrival. The advance payment will be applied toward the room rent. Please make payments in the form of traveler's checks, bank money orders, cashiers checks or personal checks payable to:

Alberto Rios Urb. Los Pinos 199 Calle Cipres Arizona, Arecibo, PR 00612-5926.

The advance payment is not a damage deposit. The BALANCE OF RENT is due thirty (30) days before your arrival date.

Subsequent Monthly payments are due on the first of each month; late fee will apply to funds received after the fifteen of the month in the amount of \$75

CANCELLATIONS - A sixty (60) day notice is required for cancellation. Cancellations that are made more than sixty (60) days prior to the arrival date will incur no penalty. Cancellations or changes that result in a shortened stay, that are made within 60 days of the arrival date, forfeit the full advance payment and damage/reservation deposit. Cancellation or early departure does not warrant any refund of rent or deposit.

MONTHLY RESERVATION CANCELLATIONS - Monthly renters must cancel one hundred twenty (120) days prior to

check-in. Monthly renters who make a change that results in a shortened stay must be made at least ninety (90) days prior to check-in.

MAXIMUM OCCUPANCY The maximum number of guests per condominium is limited to four (4) persons. **An additional charge of \$50.00 per person per night for guests in addition to four (4) will be assessed.** **WEEKLY MAID SERVICE** - weekly cleaning of the unit will be performed each Friday starting at 10:30am. The cleaning person will wash all bed and bath linens and redress the beds. They will sweep mop and clean the bath rooms. Washing dishes or the guest's clothing are not covered under maid services. Dish washing can be negotiated at the rate of \$20.00 per cleaning visit. Please inform the maid or leave a note with cash payment.

RATE CHANGES - Until confirmed Rates is subject to change without notice.

FALSIFIED RESERVATIONS - Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money, and the party will not be permitted to check-in.

WRITTEN EXCEPTIONS - Any exceptions to the above mentioned policies must be approved in writing in advance.

PARKING PASSES - Parking passes are located inside the unit. Renters must display parking pass on the rear view mirror at all times. Failure to display may result in towing of vehicle at renter's expense. Leave the parking passes inside the unit upon departure.

By Signing Below, I agree to all terms and conditions of this agreement

Company/Corporation _____

Print Name: _____ Title: _____

Signature: _____ Date _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone # (include area code): _____

Cell # _____

Fax # _____

Arrival Date: _____ Departure Date: _____

Please attach a list with the names of all guests who will be staying with us with initials that they have read and understand

Rules & regulations/contract as outlined above!

Please read, fill out, sign and mail to:

Albert Rios 9 Lilly Court Newark, DE 19702-5535

Please Note: Payment and contract are to be mailed to two different addresses!