



Enclosed is our rental contract and rules. Please print, read and sign and send it along with your \$### deposit to the address below. Thanks so much and if you have any questions, feel free to contact me.

Payment address:

Thanks again,  
Darrin Millsaps

April 5, 2007

Dear Guest,

Thank you for choosing our mountain cottage for your vacation. We hope you have a pleasant stay. The cottage is located in \_\_\_\_\_ subdivision. Phone #xxx-xxx-xxxx.

Your confirmation is as follows:

Check-in date: MM-DD-YYYY after 3:00 PM EST (No early check-in please)

Check-out date: MM-DD-YYYY by 10:00 AM EST

Number of people in party: # adults, # children

After I receive your \$### refundable security deposit, your bill is as follows:

Total bill \$###.## = \$###.## (rental rate) + \$## (cleaning fee) + \$## (pet fee) + \$##.## (10% state tax)

1st payment of \$###.## due MM-DD-YYYY (30 days prior)

Final payment of \$###.## due MM-DD-YYYY (14 days prior)

As soon as I receive your final payment, I will send the keys and instructions.

Please sign and return 1 copy of this confirmation, and 1 copy of the rules to the following address:

Thanks! Have a great vacation!

Darrin Millsaps

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

#### RENTAL RULES AND REGULATIONS

The cottage is located at \_\_\_\_\_, Phone #  
xxx-xxx-xxxx.

1. CHECK-IN TIME IS AFTER 3:00 PM EST AND CHECK-OUT IS 10:00 AM EST. No early check-ins please.
2. This is a NON-SMOKING cottage.
3. Pets are permitted only with prior approval. \$25 per pet fee applies. All pets must be leashed when outside the house. Pet owners are responsible for cleaning up of any/all pet refuse. Pets are not allowed on furniture at any time. All pets must be up to date on rabies vaccinations and all other vaccinations. Heartworm preventive is highly recommended. All pets are to be treated with Advantage or similar topical flea and tick repellent three (3) days prior to arrival. Due to the very wooded environment, fleas and ticks are probable and can cause harmful/fatal illness to humans and pets. All items above are the sole responsibility of the pet owner. The cottage owners assume no responsibility for illness or injury that may incur to pets or humans while on the premises.
4. We will not rent to vacationing students or singles under 25 years of age unless accompanied by an adult guardian or parent.
5. DAMAGE/RESERVATION DEPOSIT - A damage/reservation deposit of \$### is required. This must be received within two (2) 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 fourteen (14) days of departure, provided the following provisions are met.

- a) No damage is done to the cottage, its contents or the property, beyond normal wear and tear.
- b) No charges are incurred due to contraband, pets or collection of rents or services rendered during the stay.
- c) All trash, rubbish and discards are removed to a public collection site, and soiled dishes are placed in the dishwasher and cleaned. All sheets and towels to be washed are placed in the laundry room.
- d) Keys are returned to the lockbox and the cottage is left locked.
- e) All charges accrued during the stay are paid prior to departure.
- f) No linens are lost or damaged.
- g) No early check-in or late check-out.

1. PAYMENT - The first half of payment is due 30 days before arrival, with the final half of payment due 14 days before arrival. Please make payments in the form of traveler's checks, bank money orders, cashiers checks or personal checks payable to Darrin Millsaps. For credit card payment, please ask for instructions.

2. CANCELLATIONS - A thirty (30) day notice is required for cancellation. Cancellations that are made more than thirty (30) days prior to the arrival date will incur no penalty. Cancellations or changes that result in a shortened stay, that are made within 30 days of the arrival date, forfeit the damage/reservation deposit. Cancellation or early departure does not warrant any refund of rent or deposit.

3. 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.

4. MAXIMUM OCCUPANCY - The maximum number of guests in the cottage is limited to eight (8)/ six (6) persons.

5. MINIMUM STAY - This property requires a two (2) night minimum stay.

Longer minimum stays may be required during holiday periods. If a rental is taken for less than two (2) days, the guests will be charged the two-night rate.

6. INCLUSIVE FEES - Rates include a one-time linen-towel setup. Amenity fees are included in the rental rate.

7. NO DAILY MAID SERVICE - While linens and bath towels are included in the cottage, daily maid service is not included in the rental rate. We suggest you bring your own pool towels. We do not permit towels or linens to be taken from the cottage.

8. RATE CHANGES - Rates subject to change without notice.

9. 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.

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

11. PARKING - Parking is limited to three (3) vehicles. Vehicles are to be parked in designated parking areas only. Parking on the road is not permitted. Any illegally parked cars are subject to towing, applicable fines/towing fees and is the sole responsibility of the vehicle owner.

12. STORM POLICY / ROAD CONDITIONS - No refunds will be given for storms. Mountain roads can be curvy and steep. Gravel drives are well maintained, however we highly recommend four wheel drive and/or chains during the snow months. We do not refund due to road conditions.

13. The cottage is privately owned; the owners are not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The homeowners are not responsible for the loss of personal belongings or valuables of the guests. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from the use of the premises or others whom they invite to use the premises.

By signing below, I agree to all terms and conditions of this agreement.

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