

Leeward, Unit 404: Edgewater Beach Resort

Instructions:

1. Complete the form by all filling information in the blanks below.
2. Print legibly with a dark blue or black ink pen.
2. Sign the credit card holder's signature on the "Cardholder's Signature" line. (if paying by cc)
3. Include a photocopy of the **front** and **back** of the signed credit card. (if paying by cc)
4. **Include a photocopy of the driver's license.** (even if paying with check)
5. Fax this form (along with the photocopies) to us on our toll-free secure fax machine at **1-866-237-5524**.

\$300 Deposit will be charged within seven days of confirmation.

The following balance will be charged within 14 days prior to arrival date.

Rent	
12.5% Tax	
Total	

****Deposit will be refunded when room has been inspected after departure, less any charges for extra cleaning, damages, or missing items.***

Check-in date: _____

Check-out date: _____

Number of people in party: Adults _____ Children (& ages) _____

Name: _____ Email: _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Vehicle: Make: _____ Model: _____

Vehicle: Make: _____ Model: _____

If using credit card, fill out the following:

Circle Type of Credit Card: Master Card Visa Amex Diners

Credit Card Number _____ Exp Date _____

I hereby give permission to charge my credit card for the amounts above. Billing on statement will show as The Computer Doctor. By Signing Below, I agree to all terms and conditions of this agreement.

Signature _____ Date _____

Complete and fax all documents required to 1-866-237-5524

As soon as I receive your final payment, I will send/call the lock box/key instructions.

Mailing Address: TP Enterprises 3773 Ross Clark Circle Dothan, AL 36303 Phone: 334-596-4921

RENTAL RULES AND REGULATIONS

Leeward Unit 404 Edgewater Beach Resort

Physical Address: 11757 Front Beach Road, Panama City Beach, Florida 32407, Leeward Unit 404

1. **CHECK-IN TIME** IS AFTER 3 P.M. CST AND **CHECK-OUT** IS 10 A.M. CST. NO Early Check-ins.
2. This is a **NON SMOKING** unit.
3. **Pets** are not permitted in rental units under any conditions.
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 \$300 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 (7) days of departure, provided the following provisions are met.
 - a. No damage is done to unit or its contents, beyond normal wear and tear.
 - b. No charges are incurred due to contraband, pets or services rendered during the stay.
 - c. All debris, rubbish and discards are placed in dumpster, and soiled dishes are placed in the dishwasher.
 - d. All key tags are left hanging in the closet and unit is left locked.
 - e. No linens are lost or damaged.
 - f. NO Early check-in or late check-out.
 - g. Parking passes are left inside the unit upon departure.
 - h. The renter is not evicted by the owner (or representative of the owner), the local law enforcement, the security company employed by Edgewater Beach Resort.
1. **PAYMENT** – Please make payments in the form of traveler's checks, bank money orders, cashiers checks or personal checks payable to TP Enterprises. The **BALANCE OF RENT** is due fourteen (14) days before your arrival date.
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 or reservation deposit. Cancellation or early departure does not warrant any refund of rent or deposit.
3. **MONTHLY RESERVATION CANCELLATIONS** - Monthly renters must cancel ninety (90) 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 is limited to eight (7) persons.
5. **NO DAILY MAID SERVICE** - While linens and bath towels are included in the unit, daily maid service is not included in the rental rate however is available at an additional rate. We suggest you bring beach towels. We do not permit towels or linens to be taken from the units.
6. **RATE CHANGES** - Rates subject to change without notice, until confirmed.
7. **FALSIFIED RESERVATIONS** - Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental money. The party will not be permitted to check-in.
8. **WRITTEN EXCEPTIONS** - Any exceptions to the above mentioned policies must be approved in writing in advance.
9. **PARKING PASSES** - Parking passes are mailed to renters. Renters must display parking pass on the front dash 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.
10. **HURRICANE OR STORM POLICY** - No refunds will be given unless:
The National Weather Service orders mandatory evacuation in a "Tropical Storm/Hurricane Warning area" and/or A "mandatory evacuation order has been given for the Tropical Storm/Hurricane Warning" area of residence of a vacationing guest. The day that the National Weather Service orders a mandatory evacuation order in a "Tropical Storm/Hurricane Warning," area, we will refund:
 - a. Any unused portion of rent from a guest currently registered,
 - b. Any unused portion of rent from a guest that is scheduled to arrive, and wants to shorten their stay, to come in after the Hurricane Warning is lifted; and
 - c. Any advance rents collected or deposited for a reservation that is scheduled to arrive during the "Hurricane Warning" period.

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

Signature: _____ **Date** _____