



**Retreat Relax Reflect Renew
at Ocean Village**

Oceanfront Retreat Rental, LLC

RENTAL AGREEMENT / INVOICE (SAMPLE)

You will receive a custom version of this document upon making your reservation.

TO: DATE:

Reservation Information

RENTAL TERM:

Check-In Date: _____ after 3pm

Check-out Date: _____ before 11:30 a.m.

Number of Guests: ____ adults, ____ children

Property Address:

**2400 Ocean Drive, Capstan 113
Fort Pierce, FL 34947**

Rate Summary and Payment Schedule

Reservation / Security Deposit

\$ 300 (converts to security deposit upon arrival) **DATE PAID:** _____
Due 5 days after making reservation; returned within 4 days of departure if no damage is found

Rental Rate \$
Cleaning Fee \$ 100
Sales & Tourism Tax (11.5%) \$

Total Rental Payment DUE: \$

Rental Payment Schedule:

Month or more rental:

1st Payment, (60 days prior to arrival) due _____ \$ _____ **DATE PAID:** _____

Balance due (5 days prior to arrival) due _____ \$ _____ **DATE PAID:** _____

Weekly rental:

Total Payment (30 days prior to arrival) due _____ \$ _____ **DATE PAID:** _____

Payment Methods Accepted:

- (1) Personal Checks made payable to Oceanfront Retreat Rental
- (2) Cashier's Check made payable to Oceanfront Retreat Rental
- (3) Cash – delivered in person to owner

Receipts will be issued via email, U.S. mail, or in person.

Mail checks to: Melanie and Phil Forget, 3125 Gordy Road, Fort Pierce, FL 34945

RENTAL AGREEMENT

ADDRESS - **2400 Ocean Drive, Capstan 113, Fort Pierce, FL 34947**

CHECK-IN & CHECK-OUT TIMES – You may arrive after 3:00 p.m. and need to leave by 11:30 a.m. on your scheduled arrival and departure dates. No early check-in or late checkout unless approved by owners.

SMOKING & PETS - This is a non-smoking unit. Pets are not permitted in the apartment under any conditions.

DAMAGE/RESERVATION DEPOSIT - A reservation / security deposit of \$300 is required. This must be received within 5 days of booking the reservation. The deposit automatically converts to a security/damage deposit upon arrival. The reservation / security / damage deposit is NOT applied toward rent; however, it is fully refundable by mail within 4 days of departure, provided the following provisions are met:

- No damage is done to unit or its contents, beyond normal wear and tear.
- All charges accrued during the stay are paid prior to departure.
- No linens are lost or damaged.
- The renter is not evicted by the owner, local law enforcement, or the security company employed by Ocean Village.
- All keys are left in designated location and unit is left locked.

PAYMENT –

Month or more rental:

An advance payment equal to 33% of the rental rate is required 60 days before arrival. The advance payment will be applied toward the rent. The advance payment is not a damage deposit. The BALANCE OF RENT is due 5 days before your arrival date.

Weekly rental:

For weekly rentals, total payment (including cleaning fee and taxes) is due 30 days prior to your arrival.

CANCELLATIONS – We understand that plans can change; however, the following procedures are in place to protect both our guests and us from disappointment:

Month or more rental:

For monthly rentals, a 60-day notice is required for cancellation. Cancellations that are made more than 60 days prior to the arrival date will incur no penalty. You will receive a full refund via U.S. Mail within 10 business days. Cancellations or changes that result in a shortened stay or that are made within 60 days of the arrival date, will forfeit the full advance payment and security / reservation deposit. Early departure does not warrant any refund of rent.

Weekly rental:

For weekly rentals, written notification of cancellation must be received 30 days prior to your scheduled arrival. We will make every effort to schedule another rental during your previously scheduled dates. If we are able to do so, you will receive a full refund via U.S. Mail within 10 business days. If we are unable to re-rent, you will receive a refund equal to 75% of your \$300 Damage/Reservation Deposit. If you cancel within 30 days of your arrival, we will refund 50% of your rental fee, 100% of the cleaning fee, and 100% of taxes. Your reservation / security deposit

will be forfeited. Early departure does not warrant any refund of rent. Please notify us if you have to leave earlier than scheduled.

MAXIMUM OCCUPANCY – The maximum number of guests is limited to 6 persons.

NO DAILY HOUSEKEEPING SERVICE – Linens and bath towels are included in the apartment, but daily maid service is not included in the rental rate. We can refer a cleaning service upon request. We suggest you bring beach towels. We do not permit towels or linens to be taken from our apartment.

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– Parking is limited to two vehicles. Passes will be issued upon your arrival through the security gate at the entrance. There is a designated parking spot for unit 113 and several guest spots. Vehicles are to be parked in designated parking areas only.

THANK YOU VERY MUCH