



**Retreat Relax Reflect Renew
at Ocean Village**

Oceanfront Retreat Rental, LLC

3125 Gordy Road

Fort Pierce, FL 34945

772 465-6354

772-201-6623 cell

oceanfrontretreat@gmail.com

SAMPLE RENTAL AGREEMENT / INVOICE

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

TO: Your name and address

DATE:

Reservation Information

Rental weeks are Sat – Friday.

Check-In Date: DATE after 3:00 p.m.

Check-Out Date: DATE by 10:00 a.m.

Number of Guests: # adults and # children

Rate Summary and Payment Schedule

Rental Term: DATE

Reservation / Security Deposit \$ 300

Due 5 days after making reservation

DATE PAID: _____

Rental Rate \$ _____

Sales & Tourism Tax (11.5%) \$ _____

Total Rental Payment: \$ _____

Cleaning Fee \$ 150

TOTAL DUE \$ _____

Rental Payment Schedule:

Rental-3 weeks or more

1st Payment (50% of rent) due 60 days prior to arrival \$ _____ DATE PAID: _____

2nd Payment (50% rent, taxes, and cleaning) due 5 days prior to arrival \$ _____

Rental- less than 3 weeks

Payment of total rent, taxes, and cleaning fee due 5 days prior to arrival \$ _____

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

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

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

RENTAL AGREEMENT *(continued)*

CHECK-IN & CHECK-OUT TIMES – You may arrive after 4:00 p.m. and need to leave by 10:00 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.

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 – All reservations require a \$300 reservation / security deposit within 5 days of booking reservation. This is held until you depart and we inspect the property.

- **Rental – 3 weeks or more**
An advance payment equal to 50% of the total rental rate is required 60 days before arrival. The advance payment will be applied toward the rent. Please make personal or cashier's checks payable to Oceanfront Retreat Rental. The advance payment is not a damage deposit. The BALANCE OF RENT/CLEANING FEE/TAXES is due 5 days before your arrival.
- **Rental – 3 weeks or less**
The payment for rent, taxes, and cleaning must be received 5 days prior to your arrival. You will receive a receipt and instructions about accessing the property.

CANCELLATIONS - A 45-day written notice is required for cancellation. 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 of re-rental. If we are unable to re-rent, your \$300 reservation / security deposit, and 1st payment (50% of total rent) will be forfeited (rentals of 3 weeks or more). For rentals of 3 weeks or less, your entire \$300 will be returned if you notify us 45 days in advance. Early departure does not warrant any refund of rent. Please notify us if you have to leave earlier than expected.

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. Trailers of any kind

including boat trailers, and commercial vans of any type without windows in the rear are not permitted to park in Ocean Village. SUVs and family vans with windows in the rear are allowed.

Please sign and return a copy with your reservation / security deposit. You may wish to keep a copy for your records. THANK YOU VERY MUCH

Melanie Forget, Owner

Renter