

LEASE AGREEMENT
Shores of Panama Unit # 608
9900 South Thomas Drive, Panama City Beach, FL 32413

Welcome and thank you for reserving your vacation with us. Please use the following instructions to complete your reservation.

- 1) Print out the resort **lease agreement** (Front rate page and the terms and conditions). If mailing, please make a copy for yourself.
- 2) Fill in the desired arrival and departure dates.
- 3) After matching up the dates to the rates, please calculate your lodging and place in the lodging line.
- 4) The **TAX** fee would be 10% of the rent & cleaning combined. (Example, the combined rate of lodging and cleaning is \$500, that tax would be \$500 X 0.10 = \$50.00).
- 5) Add the lodging, tax and cleaning fee and write into the total, as this will be the **total payment** for your stay. (Note: if you choose to pay via Credit Card, this total is subject to a 3% fee)
- 6) Please fill in your **contact information** including number of guests. If paying by credit card, please include this information. The deposit is honored via the credit card. We do not charge the card at this time; however, we do verify the funds.
- 7) **You have two options to secure the booking.** 1) Send the signed agreement along with a \$200 check or money order directly to the remit to address on the agreement or 2) Insert your credit card number and initial the space provided giving us authorization to charge the card for security/damage deposit and or your lodging payment. To expedite, please fax both pages of the agreement to 770-720-6315 by using your credit card to secure the deposit and pay for your stay. (We accept VISA and MASTERCARD only). We accept the bookings on a first come and first serve basis.
- 8) The **full payment** is required two weeks prior to your check in date. If you use the credit card, we will automatically charge the card approx 2 weeks prior unless otherwise instructed by our guest. Please note if the check in date is within 15 days of today's date, we require full payment to book.
- 9) You are not officially book unless; you receive a confirmation via email from us regarding the availability and verification of funds. Please write legibly.
- 10) The **key codes** and **check-in information** will be sent directly to you as soon as we receive the signed contract and lodging is paid in full. Please contact us at 770-720-6316 if you have any questions.

LEASE AGREEMENT
Shores of Panama Unit # 608

9900 South Thomas Drive, Panama City Beach, FL 32413

Check in Date	____/____/2009	<i>after 4:00 pm</i>
Departure Date	____/____/2009	<i>prior to 10:00 a.m.</i>

Lodging Fee	\$		Lodging paid by (please send 2 weeks prior): Credit Card or Check (circle one)
Cleaning/Parking Fee	\$	89.00	
Tax 10% (Lodge & Clean)	\$		
Total (Lodge + Clean + Tax)	\$	_____	
*** If guest pays by Credit Card, the total is subject to a 3% processing fee.			

\$200 Refundable Security/Damage Deposit X____ initial if you choose to use your credit card as your security deposit, otherwise, a \$200 check with your contract is required.

How did you hear about us? (Circle one)

VRBO; Vacation Rentals; HomeAway; YourBeachRental.com; YourCabinRental.com; Referred _____

PAYMENT Terms:

- Acceptable forms of payment include personal checks, travelers' checks, bank money orders, cashiers checks made payable to **Beckman Properties, LLC. We also accept Visa and MasterCard**
- The Security/Deposit can be submitted via a check or by using credit card # and in itialing above in the box.

Card Number	____-____-____-____	exp date	____/____
Billing address (exact as it appears on your statement)	Security code _____		
Name	_____		
Address	_____		
City	_____	State	_____
Zip	_____		
I herby give permission to charge my credit card for the amounts above. By Signing Below, I agree to all terms and conditions of this agreement.			
Signature	_____		

Number of Guests _____ (7 max) Any guest under 25? _____

Lessee _____ (Must be 25 or older)

Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Cell Phone _____

Email _____

REMIT TO:

Beckman Properties, LLC
3760 Sixes Road, #126-178
Canton, GA 30114
Fax number 770-720-6315
yourvacationrental@comcast.net

Office Use:

Deposit or Fax Recd	____/____/09	CC	Ck#
Rent Received	____/____/09	CC	Ck#
Confirmed	____/____/09	E	V
Mailed Keys or code	____/____/09	E	M
Cleaning Scheduled	____/____/09		

Beckman Properties, LLC

3760 Sixes Road, #126-178, Canton, GA 30114 (770-720-6316)

LEASE AGREEMENT
Shores of Panama Unit # 608
9900 South Thomas Drive, Panama City Beach, FL 32413
Rental Agreement and Confirmation

This agreement entered into _____ insert date _____, by and between **Beckman Properties, LLC**, hereinafter Lessor, and Lessee (see page 1)

Witnesseth: That for and in consideration of the payment of the rents and the performance of the covenants contained on the part of Lessee, said Lessor does hereby demise and let unto Lessee, and Lessee hires from Lessor those premises described as:

for a tenancy from a daily rental commencing on the day of _____, **2009** and ending on the day _____, **2009**, and a rental of (\$ _____), payable on the following TERMS AND CONDITIONS:

Security/Damage Deposit: A deposit of \$200.00 for condominium is required to confirm your reservation within seven (7) days of receipt of this confirmation. At check-in the deposit automatically converts to a damage deposit and is not applied to rent. This deposit is refundable within two (2) weeks of departure providing there has been no damage to the unit or its contents, all garbage has been placed in outside container, soiled dishes placed in dishwasher and cleaned, and all keys have been returned to the owner's PMB box in Canton, GA. Lessee's account will not be charged unless one of the above mentioned items has occurred, or you do not follow our cancellation policy. Please report immediately upon check in any damage in the unit; otherwise, it may be deducted from your security/damage deposit. If damages in excess of security deposit must be pursued through an attorney, or if litigation ensues, the lessee will be responsible for attorney's fees in addition to other damages recovered by Agent

Cancellation Policy: If you must cancel or shorten your stay, notice must be given as follows to insure a deposit refund, thirty (30) days prior to arrival. If you cancel within 30 days of check-in date you will forfeit your full deposit. No refunds for early checkout. Cancellations or early departures due to inclement weather or any other matter do not warrant any refund of monies. **We highly recommend that you purchase a travel insurance policy to cover any unforeseen circumstances. Minimum cancellation charge of \$45.**

Hurricane Policy: Lessor will only refund unused days in the event of mandatory evacuation. Cleaning fees are not refundable.

Payments: Full rental payment is due prior to the receipt of keys/key code. Please make payment in the form of a personal check, money order, cashier's check or by credit card. Rates are subject to change without notice and all rentals of less than 6 months (184 nights) are subject to sales tax.

Cleaning fee: A one-time, end of stay, cleaning fee will be charged in addition to the rental fee at time of check in. If daily or mid-week maid service is requested, please arrange in advance.

Lost Key – Lock Out: There will be a \$25 charge for any lost key or unreturned key or for any lock out after office hours.

Check-in/Check-out: Check in time is after 4:00 p.m. on the arrival date. Check out time is before 10:00 a.m. on departure date. (\$25 per hour charge for each hour after 10:00am unless otherwise pre-arranged)

Pets: Pets are **not** allowed in any rental unit. You will forfeit your deposit if we determined that you brought an animal in the unit!

Smoking Rules: This condo is a non-smoking unit. You will forfeit your deposit if we determined that smoking occurred in the unit!

Equipment and appliances: The units have air conditioning/heating. If lessee encounters problems with any of the unit's appliances, the lessee is required to contact the lessor. The lessor will make arrangements for repair.

Initial setup: An initial complimentary issue of toilet tissue, soap, trash bags and dishwasher detergent will be furnished. However, any subsequent replacement will be the lessee's responsibility.

Notice: If you are evicted from the unit for failure to abide by the rules of the condominium or for any other reason, you will not be entitled to a refund of the rents paid in advance and you will be responsible for damages to the unit or condominium property caused by you or your guests. **It is also understood that under no circumstance does the lessee relinquish this unit to others during the term of the lease. This does include relatives under the age of 25 years old.**

Utilities: No phone is in the unit, please bring your cell phone. All other utilities are included in the lodging fee. Please do not run the AC with the sliding doors opened as it will cause damage to the AC unit.

I acknowledge that I have read and understand the foregoing, and agree to the terms and conditions set forth.

Guest signature(s) _____ Date _____
_____ Date _____