

Please fill out and send this agreement with your booking deposit. Thank you. Form can be FAXED 1-888-398-7112

J& I Properties Rental Agreement, c/o Jim & Ivie Baker (Retreat in the Woods) Or email: ivie@gladwinvacationrentals.com

Office Mailing Address: P.O. Box 496, Gladwin Michigan 48624 (Form was updated 2-1-13)

Phone Numbers: Ivie's Cell: 989-429-0124 Jim's Cell: 989-429-0123 (We will email directions to the cottage to guests)

Rental: Retreat in the Woods Rental Dates: Check-in _____ (5 PM) to Check-out _____ (1 PM)

Primary Renter: _____ Age: _____ Must be 21 years or older

The person mentioned above agrees to be the primary occupying renter during the reserved dates and is not signing on the behalf of another person(s). Persons under the age of 21 cannot be held as a primary renter. The primary renter understands that ID will be asked for on arrival date.

Mailing Address: _____ City: _____ State: _____ Zip: _____

St Address (if different than above) _____ City _____ State: _____ Zip: _____

Home Phone: _____ Cell (Optional): _____ Work (Optional): _____

Email: _____ Email #2 (Optional): _____

Number of Adults: _____ Number of Children: _____ Number of Dogs: _____ (Limit 2)

(If unsure of total amount, please write in an estimated range).

Drivers Licence # (_____) _____ - _____ - _____ (Owners will ask to confirm drivers license # upon arrival)

*Pets are allowed (up to 2 Dogs Only, NO CATS, NO BIRDS) with a \$5 per night, per dog fee. (See pet policy on page #4)

Make Note of Check-in and Check-out Times: (No Saturday Check In's for Weekly Rentals)

Check In: 5:00pm Check Out: 1:00pm (Check out is NO LATER THAN 1:00 PM)

* No Early Arrival Please! Housekeeping will be cleaning between rental check out & check in times.

* PLEASE NOTE: Regarding check-in times: If renters are going to be later than actual check in time, (noted above), check-in's can be NO LATER than 8:00 pm or Renters will have to check in the following day. There are no adjustments on rental fee if renter(s) are not able to be checked in before 8:00 pm. (Please call if there are any questions regarding check in times).

* IMPORTANT: The house needs to be VACATED NO LATER than actual CHECK OUT TIME (1:00 PM)! There are NO EXCEPTIONS. There will be a \$50 charge for late departures for up to one hour past checkout time. If guests do not vacate after one hour, they will forfeit their entire \$250 security deposit. Housekeeping needs to be able to get into the house by 1:00 pm.

Renter(s) hereby agree to vacate rented premises no later than the hour & date shown above.

Rates Based for up to 4 ADULTS, Children 17 and Under are FREE.

Occupancy Limit 6 ADULTS (up to 8 with at least 2 people being 13 years or younger).

Renter(s) is/are aware that for each adult over the 4, there is an additional rental fee of \$15 per night, for each extra adult for the entire rental period. (Refer back to our web site for current rate dates: www.GladwinVacationRentals.com)

Rental Fee: _____ Pet Fee: \$5 per night, per dog (leave blank if no pet): _____ 6% Michigan Sales Tax: _____

Service Fee (3.5% with Credit Card processing only): _____ (Based on rental, tax and pet fee combined)

Refundable Security Deposit: \$250 (due 2 weeks prior to arrival/see information about payment of balances)

1/2 of the BASE RATE Required Deposit enclosed with this Agreement: \$ _____ (Taxes & Pet Fee can be sent later)
(Base rate does not include taxes, pet fees or additional adult fees)

Check here if you are paying by Credit Card (Call owner to pay with this method or use the Homeaway link that's sent).

The Balance of the RENTAL FEE, TAXES & SECURITY DEPOSIT are due two weeks prior to CHECK IN Date.

Receipts will be sent by email unless the renter requests a "Written Receipt" by USPS Mail.

Accepted Deposits/Payments must be in the form of MONEY ORDER, PERSONAL CHECK (two weeks or more prior to arrival) or CREDIT CARD. (For last minute bookings, payments must be money order, certified check or CREDIT CARD. No personal checks will taken if check in is less that two weeks away).

Regarding Credit Card Payments: There is a 3.5% service fee with all credit card transactions.

Cancellation Policy: Reservations canceled prior to 30 days from arrival date will be accessed a \$30.00 cancellation fee. There are NO REFUNDS for early departure.

Reservations canceled less than 30 days prior to arrival date will forfeit their deposit. If you can find someone to rent in your place, cancellation fees will be waived, but if replacement renter cancels, same rules apply. (Note: Regarding replacement renters: Your full deposit will not be mailed back to you until the ½ down deposit and new rental agreement is received from the replacement renter). This agreement shall not be assigned or the premises sublet without written consent of J & I Properties.

Refunds: There are NO Refunds on Rental Fees upon arrival and inspection of the property on arrival. There are also NO REFUNDS for early departure. (See above for cancellation policies).

Security Deposit Refunds: Security Deposits can be made by credit card, money order, cash or personal check 2 weeks or more, prior to arrival. Deposits made by cash, check or money order will be are mailed back to renter within 5 business days of departure, with satisfactory inspection and condition of the house and property. Regarding Credit Card Security Deposits: Security deposits are paid via HomeAway.com payment system in the amount of **\$250** two weeks prior to guest's arrival. Credit Card Security Deposits will be refunded within 5 business days of guest's depart with satisfactory inspection and condition of the house and property.

Renter(s) hereby agree to the following rules: Renter(s) understand that Violation of any of these Rules could be grounds for sudden eviction from the property and loss of all or part of your security deposit. If security deposit is kept because of damage or loss caused by the renter(s) and the amount of the damage/loss totals greater than the total security deposit, renter(s) would be responsible for the total cost of repairs/replacement.

Renter(s) understand that if they decide to invite additional adults (over 4) to lodge at the rental, they will notify the owners.

Renter(s) are aware that if any additional adults come to stay that exceed the limit of 4 adults, there will be a **\$15 fee per extra adult per day** for each extra adult, for the entire rental period. Renter(s) also understand that the number of people sleeping at the rental **SHALL NOT EXCEED 8 PEOPLE**, including both adults and children.

The Property & House are NOT to be used for large parties, family reunions or large group gatherings, outside of the actual people renting the house. Renters must obtain approval from the owners to have outside visitors occupy the property, even if the visitors intend to stay for short durations. This is done to prevent abuse and over-usage of the property & septic system.

* **Please Initial Here:** _____

Owner/Landlord will provide linens, towels, cleaning supplies, paper towels, toilet paper, hand soap, dish soap & some other items.

NOTE: Appliances/hot tub are NOT guaranteed and repairs will be made as soon as possible. No refund due to failure. If smoke detectors beep due to low battery, call owner & battery will be promptly replaced.

1. **Keep the home in good condition** & notify the owners of any repairs that need to be done to the home during the renters stay.
2. **NO SMOKING inside of the house.** (There is a bucket outside of the front door facing the garage to dispose of any cigarette butts when smoking outside. If renters smoke outside, it's expected that all cigarette butts be disposed of in the bucket supplied and NOT on the ground. Extra cleaning fees will apply if debris is left on the ground).
3. **NO TRESPASSING** on the surrounding properties.
4. **NO ILLEGAL ACTIVITY ALLOWED ON PROPERTY**, including **NO under age drinking, NO illegal drug use, ETC.**
5. **NO HUNTING OR SHOOTING** of guns from the house or on property. (Attention Hunters - Guns shall be UNLOADED in the house).
6. **NO CAMPER TRAILERS** to be parked or used by guests, on the property.
7. **NO PAINT BALL** is permitted on or around the property.
8. **NO DRIVING or PARKING ON THE GRASS**, including the area between the Garage and the House, due to the location of the septic tank and drain field. Parking areas include, the circular driveway only!
9. **Absolutely no cutting down of any trees on the property.**
10. **No digging or creating new fire pits** on the property, other than those that are already established.
11. **Absolutely NO SMOKING "IN" or "AROUND" HOT TUB!** If evidence of smoking is found in or on the hot tub, (including ash, matches, lighters, burns, etc), this is grounds for sudden eviction and/or forfeiture of your security deposit.
12. **Smoke Detectors are NEVER to be removed or covered for any reason!** Call owners if battery needs to be replaced. **Pg2**

13. **Do not take any items that belong to the rental off of the property**, including towels, linens or any other items belonging to the rental. Any items missing from the home will be subtracted from your refundable security deposit. If items missing exceed the amount of the security deposit, renters will be responsible for the costs of those items & the owners may seek prosecution for theft or abuse of property.

14. **ABSOLUTELY NO ATV/ORVs** to be ridden on property or surrounding properties! (That also means, NO ATV/ORVs on driveway or roads around the property). If ATV's are brought on a trailer(s), they must remain on the trailer at ALL TIMES!

15. **When Fishing the pond, CATCH & RELEASE Only**, to help maintain the quality of fish in the pond.

16. Renter(s) are aware that if they should order any **Pay Per View (PPV)** channels on the satellite TV that they **will be charged** the actual fees for those movies.

17. **No Down State Firewood Permitted**, due to Emerald Ash Bore QUARANTINE. Michigan State Police & DNR are fining people for transporting firewood from quarantined counties in southern Michigan.

18. **All TRASH to be disposed of in TRASH BAGS**. Please do not throw loose trash into the big trash can. If owners have to clean out the trash can because of sticking loose trash or animal waste, there will be a minimum \$50 charge for cleaning.

19. **No DIVING off the Swim Raft**, for safety reasons. **Children to be attended at ALL TIMES** while swimming in the pond.

20. **NO PETS TO SLEEP ON BEDDING provided by the Retreat in the Woods!** If your pet(s) sleeps with you, please bring your own bedding/comforters. If we find that PETS did sleep on bedding, there will be an extra \$25 cleaning fee for housekeeping to do extra cleaning. If pets like to get on furniture, please cover with the sheets provided in the green basket left of the fireplace.

21. **Guests MUST leave KEYS at the rental house UPON DEPARTURE**. There is an \$80 FEE if keys are taken.

Upon Departure: Renters agree: To leave the house in reasonably clean condition, including:

1. Wipe off all counters and stove-top. All surfaces to be free of grease and food.

2. Clean and empty refrigerator & empty personal contents. (Reusable condiments can be left. Condiments provided by the owner/landlord are to be left, unless fully used by the renter prior to departure).

3. All dishes, glasses, pot and pans to be clean and put away. (If some are still wet when you depart, you are welcome to leave them in the dish rack to dry and I will put them away). (If dirty dishes are left for housekeeping to clean, renters will be charged \$20 per hour from their security deposit with a one hour minimum charged).

4. All outside litter to be picked up and disposed of in the trash can next to small garage, (including cigarette butts & dog waste).

5. Do not re-arrange large furniture. Owner will retain \$25 from deposit for moving furniture back.

6. If sheets were put on either of the fold out couches, renters are to remove those linens & leave in the laundry room.

7. Leave floors in reasonably clean condition, with no stains in carpet. (Housekeeping will do the vacuuming, mopping and cleaning of all linens and towels, **but renters are still expected to keep dirt within reason!** If special cleaning is needed due to negligence of renter, such as stains in carpet or on walls or sinks that were NOT there before you, the renter occupied the property, actual fees for rental of any equipment needed to do cleaning, including the hourly rate of \$20 per hour, will be charge to the renter).

8. Leave KEY(s) on kitchen counter and make sure doors are locked. If key is lost or taken, there could be a \$80 charge for lock replacement.

I (we) agree maintain the property in the same condition in which it was found. Reasonable wear and tear accepted. I (we) agree to replace or pay for losses, breakage or damage should such occur.

Renters Understand that they are renting the House Only, but have use of the property and that the owners have the right to access the property and garages for lawn care, maintenance, hot tub checks and other reasons.

Owners have the right to cancel contract if the subject property should require major maintenance/repairs, whereas the property would not be habitable during that time period or should the property be sold prior to arrival dates. In those instances, guests would be given a full refund.

J & I Properties is Not responsible for any loss or damage of personal items, or any injuries caused by negligence/irresponsibility of the renter(s) and their guests.

Renter Signature: _____ Date: _____

Owner/Landlord Signature: _____ Date: _____

Owner signed copy of this agreement will be presented upon arrival, unless renter requests copy before then.

Our Policy on Pets

We enjoy providing a vacation destination for those who have dogs and those who don't.

If you are bringing a dog (or dogs), please take care to follow the rules, read & sign at the bottom.

Please adhere to the follow:

1. **DOGS ONLY.** No Cats, Birds, Reptiles or any other species of pet(s).
2. **Dispose of any dog waste in plastic bags** or into the WEST woods where other people won't step into it.
3. **DO NOT LETS DOGS SLEEP on BEDDING that is provided by J & I Properties.** If pets are used to sleeping with you, please bring your own bedding (Linens & comforters). If it is found that dogs have slept on the provided bedding, there will be an extra \$30 cleaning fee for housekeeping to do the extra cleaning needed.
4. If dogs like to get on furniture, please use the sheets that are provided in the green basket located left of the fireplace.
5. Please use towels in the green basket for drying off dogs, muddy kids or to clean up messes. (Do not use our good towels in the bathroom for your pets).
6. Please keep your pets on the property at all times. There is a map in the guide book that shows the property boundaries. (If pets like to run or chase deer, please keep them on a leash).
7. **Dogs are NOT ALLOWED IN THE HOT TUB!!!**
8. Please do not allow dogs dig holes in the yard. If they do, please repair holes.
9. When/if you leave pets unattended, please use the provided large dog crates, located in the laundry room or shut them in the laundry room (if they won't use crates), to prevent any possible damage. Dogs are not allowed to run free in the house when guests are away from the property.

Guests have read and agreed to abide by these policies.

Sign: _____ Date: _____

Guest who are bringing a dog(s) are to sign this form and send back with the rental agreement.

Departure Check List - Retreat in the Woods (Please bring copy of check list for your reference)

IMPORTANT: Regarding **CLEANING** and what is **EXPECTED** from guests upon departure.

Guests are expected to use this check list to insure certain things are done prior to departure.

Housekeeping will do the cleaning of sheets, towels, bathroom, vacuuming, dusting, windows, mopping and making of beds.

(Please Note, if housekeeping has to do dishes, pick up liter or clean stains out of the carpet, there is an extra charge of \$20 per hour charge with a 1 hour minimum. The charge will depend on the extent of extra cleaning required. Renters are expected to keep dirt within reason. PLEASE use the checklist below for reference for departure).

<input type="checkbox"/>	Wipe off kitchen counter tops.
<input type="checkbox"/>	Wipe off stove top and make sure oven is turned off.
<input type="checkbox"/>	Wipe off dining area table.
<input type="checkbox"/>	Clean dishes and put them away.
<input type="checkbox"/>	Make sure microwave is clean.
<input type="checkbox"/>	Make sure there are NO STAINS in the carpet. (There is spray carpet cleaner under silverware drawer).
<input type="checkbox"/>	Rinse out coffee pot and dispose of coffee grounds.
<input type="checkbox"/>	Remove sheets from sofa beds/fold out couches and put them on laundry room floor.
<input type="checkbox"/>	Remove personal items from bathroom.
<input type="checkbox"/>	Put a load of towels in the washing machine and start wash load. (Not required, but it's helpful)
<input type="checkbox"/>	In Winter, make sure thermostat is set at 55 degrees.
<input type="checkbox"/>	If any furniture was moved, please make sure it's put back where it belongs.
<input type="checkbox"/>	Pick up any liter or debris on the ground, in pond and by the pond and dispose in garbage can.
<input type="checkbox"/>	Make sure dog waste and cigarette/cigar butts are picked up and properly disposed of.
<input type="checkbox"/>	Make sure camp fires and fire place fires are completely extinguished.
<input type="checkbox"/>	Remove personal food items from the refrigerator and wipe shelves.
<input type="checkbox"/>	Make sure all trash is BAGGED . No loose trash is allowed in the big outdoor cans.
<input type="checkbox"/>	Turn off lights and TV.
<input type="checkbox"/>	Call 989-429-0124 just before you depart, unless you are leaving within a half hour of check out time.
<input type="checkbox"/>	Lock all doors and leave the key on the counter top.

Thank you for taking care of the Retreat in the Woods!

Have a Safe Drive Home! Jim & Ivie Baker