

Hello,

I am enclosing the agreement and instructions that you requested. Take the following easy steps to make a booking. These steps minimize any clerical errors or misunderstandings. All of your questions should be answered below; however, if you have additional questions about your booking, please email Deanna Alexander deannapalexander@gmail.com or call Deanna on her cell phone at 323-309-4040.

1. Please **sign** and fill out the attached agreement and email it to Deanna Alexander (the owner) at deannapalexander@gmail.com. You will get an email confirming that the dates are available.

2. Once you get an email or phone call confirming dates requested, number of days, etc., you will then have 48 hours to make a payment. If payment has not been received within 48 hours of your agreement confirmation, the owner will have the right to rebook the property with another renter. All fees and security deposit are due 30 prior to the arrival date. Paying a deposit will save your reservation and insure that your unit will not be booked by anyone else. Note if you are paying deposit with check, you will be given 3 business days to get a check to Deanna.

The balance of the fees is due and payable 30 days prior to your arrival date. If the balance of your payment is not made prior to the 30th day, your reservation is subject to cancellation.

3. CHECK

Make Check out to: Deanna Alexander

Send to:

Deanna Alexander
1934 N Normandie Avenue
Los Angeles, CA 90027

*Please note the arrival date, departure date and unit number on your check.

B) PayPal - Go to www.paypal.com and log in using your account named and password. Click on the "Send Money" tab to pay. Money should be sent to deanna-alexander@sbcglobal.net. PLEASE NOTE THAT MY EMAIL ADDRESS AND PAYPAL ADDRESS ARE DIFFERENT. There will be a 3% charge (4% international) for using PayPal. Fees will be deducted from your deposit refund. If you put this payment under "personal", and "gift" your fees may be lower; although you may not for comfortable with this description because I believe Paypal does not insure services if they are paid under personal.. Please put "Unit # (1934 #B, 1934, 1936, or 1938)" in the "Subject" line of the payment. **Please add the following information in the "Message" for your Payment:**

Arrival Date & Departure Date

Note if this is Deposit or Fees & Taxes

C) Bank Transfer - If you would like to make your payment by a bank or wire transfer please call or email for these instructions.

In the event your booking is close to your arrival date (or on the same day), you will have to overnight a check or pay all fees with PayPal.

Rental Agreement
Mail to: Deanna Alexander
1934 North Normandie Avenue
Los Angeles, CA 90027
323-309-4040

E-mail: deannapalexander@gmail.com

PayPal: deanna-alexander@sbcglobal.net

1. www.vrbo.com/62400 or www.homeaway.com/vacation-rental/p173564
2. Link to watch the Virtual Tour:
3. This is referred to as Unit # 1934: <http://virtualhomelistings.net/1934a.php>
4. Description: 2 Bedroom (one of the bedrooms is not private from the living room) and 1 bath (located in a four-plex)
Address: 1934 North Normandie Avenue, Los Angeles, CA 9002

A. Fees: \$185nt, \$1100

B. Security Deposit \$100.

C. Cleaning fee: \$75 IS TO BE LEFT ON TABLE AT DEPARTURE. If you forget to leave the cleaning fee on the table, none of your deposit will be returned.

Please complete the following so that we can correctly book your reservation and get to know you better. If you and Deanna have agreed to change any of the following, please just amend the agreement.

Today's Date:

Name of person booking unit (Renter):

Arrival date (check in time is after 3pm):

Staying how many nights:

Date of departure (check out time is 11am):

Fees (no additional fees for utilities):

Taxes at 14%:

Cell Phone:

Your Address:

Date of Birth:

Driver's license #:

All Renters Names:

Number of Guests (including self):

Renters Ages:

Reason for Visit (business, vacation, etc.):

****Note Fees may be different than above because of holidays or special rates.**

Do you wish additional housekeeping:

Dates additional housekeeping is desired:

TOTAL Due (fees + taxes + security deposit + additional cleaning fees) = _____

Will there be a pet joining you?

You will be given arrival instructions after all fees are paid.

PARKING

You may park in any spot in the back parking lot. Please park to the far left or far right if possible and leave room for the garage to be open. Park in the same direction as the garages. Do not block anyone in or leave your car in the driveway, except for loading. Each unit is only given one parking spot. Please do not be that guest that takes more spots and leaves the other guests to park on the street. If you have more than one car, street parking is extremely easy. Remember that you do not need a permit, but you are not allowed to park in the red, within 50 feet of the fire hydrant, or on street cleaning hours (please read signs). Do not expect Deanna to pay for any tickets. Please email me or call me if you do not have a spot in the back. I will then email or call the other guests.

This lease is made on the above mentioned date, by and between Deanna Alexander (the Owner) and the above mentioned Renter. Renter accepts the premises in their present condition and agrees to take good care of said premises. This care includes not making any alterations, additions, repairs or improvements and/or damage or remove Owner's personal property from the premises. The Renter also agrees to accept the liability of any negligence cause by the Renter, Renter's Family or Guests of the Renter. Renter agrees to contact the Owner immediately if an infraction of the lease occurs, especially with regard to loss/damage to the property. Renter agrees to pay Owner immediately the costs incurred due to the infraction or propose a reasonable solution to the problem caused by the infraction. Renter will pay reasonable attorneys fees and court costs, if any incurred by Owner in enforcing this contract in court or otherwise to recover costs of damages. Owner will assume no personal liability with respect to Renter, Renter's Family or Guests of Renter. The Owner will not be responsible for any loss or theft of possessions with regard to the property of the Renter, the Renter's Family or Guests of Renter.

By affixing your name to this agreement it is understood that the Renter has read and agreed to

all the above terms and conditions. Upon acceptance of this agreement, the agreement shall be applied as follows: Renter hereby agree to rent from the owner, Deanna Alexander, the premises located above mentioned address and description. Security deposit fully payable 30 days in advance of Guests arrival. **Utilities are included in the rental fees.** Once the terms of this agreement have been cleared the Security Deposit will be refunded (less cleaning fees, PayPal fees and other charges assessed for failure to comply with this agreement) and mailed back to the Renter within 30 DAYS AFTER DEPARTURE. I RETURN MY DEPOSITS ONCE A MONTH, SO PLEASE BE PREPARED TO WAIT 30 DAYS AFTER DEPARTURE.

NO SMOKING in unit (you may smoke on the patio of the property). NO PETS are allowed. (unless you get owners permission). If you smoke in the unit or bring an animal in the unit, you will lose the deposit to restore the unit.

NO DRUG POLICY - If drugs are found or suspected, you will be asked to leave immediately without any return of deposit or fees. The unit is a safe, sacred environment for families and business people. "Spring Breakers" and the use of the property for a large party are not tolerated!

Electricity: Please turn off lights while not in use and when leaving the unit. Please treat the unit as if it was your own. You would never dream of leaving all of the lights on or run the air conditioning 24 hours a day at home, so please treat our home it as you would your own. This is not a big corporation, but a single owner who is simply trying run a small business. Please keep the costs down for your next stay by turning off the lights and AC/Heat when you are not in the unit. Please do not ignore this... Most everyone runs the AC all day while they are out, please be so not be wasteful or rude.

RIGHT OF ENTRY: The owner or her designee may enter the premises at any time for any purposes, including but not limited to inspection of the premises, cleaning of the premises, and repair of the premises.

CLEANING FEE: The maid service spends five hours cleaning after a typical stay at the unit. If you maintain the flat in an orderly fashion and pick up prior to your departure (take out trash, wash dishes, do not leave trash scattered around unit, and do not move furniture), there shouldn't be an additional cleaning charge. If the unit is messy or unusually dusty or dirty, the maid service will charge me more money and that fee will be passed on to you. I only pass on charges to you what I have been charged. Keep in mind that large parties usually mean a bit more cleaning time and therefore a slightly higher cleaning fee will be charged. The housekeeper also appreciates tips. **PLEASE LEAVE CLEANING FEE IN CASH ON THE TABLE AT DEPARTURE. IF YOU DO NOT LEAVE THIS CLEANING FEE, NONE OF YOUR DEPOSIT WILL BE RETURNED.**

Please lock the doors at all times. Please take off your shoes when you are in the unit.

Refund Policy: All refunds of deposit and fees that hold dates are refundable before 30 days before arrival. If you cancel reservations within 30 days of arrival...1) If I book unit on the dates that have been canceled, all fees will be refunded. Or 2) If I am unable to book dates that have

been canceled, then fees for unfilled bookings will be kept (you will be given back full deposit without deducting the cleaning fee).

If you have any issues with the unit, which are advertised on one of the websites, you agree to give management 12 to 24 hours to rectify the issue. Major issues or repairs may take more time to rectify. I will not tolerate guests who look for problems and demand fees off (unfortunately, these type of guests exist).

I AGREE TO TURN OFF LIGHTS AND AC/HEAT AT DEPARTURE. IF I DO NOT TURN OFF THE AC OR HEAT WHEN I DEPART, I KNOW THAT -\$50 WILL BE DEDUCTED FROM MY DEPOSIT.

If you sign the agreement, you agree to use the air conditioning only when needed. You agree to turn off lights when not in use. You also agree to all other terms of this agreement. Lastly, you agree to be a kind and easy going guest. Thank you for respecting the unit as if it was your own home.

Agreed, accepted and signed by: _____

Today's Date: _____

An email will be sent that confirming this agreed to and accepted by Deanna Alexander. I hope you have a wonderful stay, if you have any questions or concerns I can help you with, feel free to Deanna @ 323-309-4040 or Bill @ 650-576-0510.

I have four units and usually do not give personal greetings or tours. If you would like a personal greeting and tour, please let me know. I will happily show you around; otherwise, the manual in the unit should answer all of your questions. I will assume, you do not want a greeting and tour unless I get a request from you.

Please feel free to call me if you need anything at all (cooking utensils...etc.). You will be given a "starter" amount of toilet paper, paper towels, dish soap, hand soap, and garbage bags. You will also be given approximately 2 towels, 2 wash clothes, and 1 hand towel per guest.

Note: Advertised and quoted fees may change without notice prior to booking; once booked prices will not be discounted or increased from your contracted rate.

Wireless Internet: normandievacationrental
Password: normandie3231934