

IMPERIAL SUITES ACCOMMODATION RENTAL REGISTRATION AGREEMENT

Dear Guest:

PLEASE FILL OUT THIS FORM ON ARRIVAL AND LEAVE FOR OUR HOUSEKEEPING STAFF TO COLLECT. WE ARE REQUIRED TO KEEP THIS INFORMATION ON FILE DURING YOUR STAY WITH US.

GUEST NAME: _____

HOME ADDRESS: _____

PHONE NUMBER (Home) _____ (Business) _____ email: _____

BUSINESS OR OCCUPATION _____ (Fax) _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

NUMBER OF OCCUPANTS: _____ Adults _____ Children _____ Ages

THE UNDERSIGNED AGREES TO THE RENTAL OF APARTMENT/TOWNHOUSE # _____

FROM (Arrival Date) _____ TO (Departure Date) _____

PAYMENT MADE BY CREDIT CARD _____

We require a signed, blank credit card voucher for each guest

CHEQUE _____

Must be pre-approved

AUTOMOBILE MAKE _____ COLOR _____ LICENCE # _____

SIGNATURE _____ DATE: _____

The guest agrees to all the regulations listed below:

- 1] Everyone in his or her party agrees to vacate the property on their registration date of departure by 10:00 hours in the morning of checkout. Any extensions of your accommodation space must be confirmed with Imperial Suites on a space available basis.
- 2] The guest and any members of his/her party agree to abide by all rules and regulations of the property or building. Imperial Suites and/or the building management reserves the right to evict any guest guilty of misconduct in accordance with the property or building rules and regulation.
- 3] The guest and any members of his/her party agree to pay rent for the apartment/townhouse and to pay fees for the apartment furnishings and services provided or required inclusive of telephone, cable, utilities, housekeeping and any other services for the duration indicated.
- 4] In the event of cancellation or changes to your departure date prior to or during the occupancy of your apartment/townhouse, any deposits or final payment or portion thereof will be returned at the discretion of Imperial Suites dependent on the apartment/townhouse being re-rented for the same period of time. A charge may be assessed by Imperial Suites according to our cancellation conditions.
- 5] The guest and any member of his/her party will be liable for payment in full for loss of keys, garage openers (where applicable), or for damages caused to the rental apartment/townhouse and its furnishings or fixtures through willful neglect or abuse requiring, in the judgment of Imperial Suites or its representatives, replacement, repair, or extra cleaning.
- 6] Pets **are not allowed at most properties**. If pets are allowed in any specific property by Imperial Suites we charge a mandatory \$250.00 + GST per pet, to steam clean the entire apartment/townhouse prior to the arrival of our next guest.
- 7] Imperial Suites reserves the right for their staff to inspect, repair, remodel and maintain all rental units with advance notice wherever possible. In keeping with the rental termination date, the premises may be shown during daylight hours prior to the guest's departure with advance notice wherever possible.
- 8] An administrative fee will be charged on all direct dial long distance telephone calls. A credit card call is recommended for all long distance calls to avoid the administrative charge.
- 9] No reservation will be confirmed by Imperial Suites without a valid credit card guarantee by the guest or his/her company guarantee.
- 10] All published rates are subject to change without notice. Please reconfirm rental rates when making each reservation.
- 11] Any outstanding balance for rent, long distance telephone charges, or charges generated per clause 4 or 5 (after 30 days) will be automatically applied directly to the company or guest credit card number on file.

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