

KETCHIKAN LOFTS GUEST QUARTERS

GUEST RESERVATION FORM

Name: _____

Address: _____

City, State, Zip Code: _____

E-Mail Address: _____

Telephone: _____ Cell: _____

Number of guests: Adults: _____ Children (Infants): _____

Booking dates: _____ to _____ Total Nights: _____

I hereby acknowledge that I have read and agree to the provisions contained within the Ketchikan Lofts Guest Quarters Rental Policies and Agreement.

By: _____ Date: _____

For Administrative use:

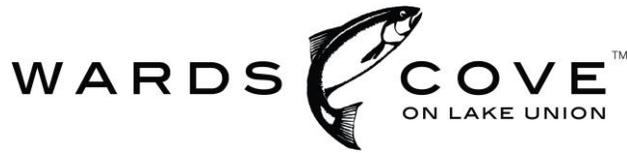
Deposit required: _____

Deposit Received: _____ Date received: _____ Form of payment: _____

Balance due: _____

WST @ 10.3% _____

Total due: _____



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RENTAL POLICIES AND AGREEMENT

Management Contact Information:

On-Site Management Office: Elliot Johnson, Building Engineer (206) 380-0024 Cell
Margaret Atwater, Property Manager (206) 973-1304 office
(206) 954-5415 Cell
Email: matwater@trfpac.com

Managing Agent: TRF Pacific (206) 985-0100 Main Office info@trfpac.com

Ketchikan Lofts Guest Quarters is available for Tenants and Wards Cove Marina members as a short-term housing solution for friends, relatives, and business associates.

The Ketchikan Lofts Guest Quarters is for the exclusive use of registered guests. For the security, comfort and privacy of all, we do not allow unregistered visitors.

Check-in: 1:00 PM to 4:00 PM

Check-out: 12:00 PM

Access: The on-site manager is available daily from 8:00 AM through 12:00 PM Monday through Friday. The Manager will provide you the information necessary to access the Guest Quarters.

Nightly Rates: \$200.00 per night and \$100.00 for every night thereafter, plus 9.6% Washington State sales tax.

Deposit and Rental Payment: A refundable deposit of \$100.00 may be due when booking to confirm your reservation. Full payment for the booking is expected 24-hours prior to check-in.

Payments: Payment shall be made to the order of: "88 Hamlin Street, LLC" and is due and payable by cash, check, or money order when your rental reservation is made. *We do not accept credit cards.* The balance is due at the end of your stay or rental agreement. You are responsible for the entire amount as indicated on your rental agreement.

Cancellations and Refunds: A full refund will be given only if a cancellation is received 48 hours or more in advance of your scheduled arrival date. For reservations cancelled with less than 48-hours' notice, a \$100.00 per night cancellation fee applies. There are no refunds if you do not show for the rental, depart early during your stay, or if you cancel a second time.

Smoking: The Guest Quarters is a **NO SMOKING** unit. If you are found to violate this policy, you will be asked to vacate with no diminution of rent and be held responsible for all costs of cleaning

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the property. Evidence of smoking in the unit will result in a full loss of security/damage deposit and a charge for any damages.

Interim Housekeeping: The Guest Quarters has no interim housecleaning provided. If your reservation is over 3 nights, you may request a room clean at \$100.00.

Pets: A "No pets" policy must be strictly observed. Pets are not allowed in the Guest Quarters unit or on the premises. If you are found to violate this policy, you will be asked to vacate with no diminution of rent and be held responsible for all costs of cleaning and disinfecting the property. Evidence of having a pet in the unit will result in a full loss of security/damage deposit and a charge for any damages.

Parking: There is no on-site parking available in the private parking lot. However, parking is limited and located on Fairview Avenue E. adjacent to the property.

Telephones: Telephones are not provided in the Guest Quarters.

Internet/Wi-Fi: The Manager or Building Engineer will provide you the Wi-Fi access information upon confirmation of your reservation.

Other Policies:

- 1) Upon your departure, the Guest Quarters are to be left in a neat and tidy condition with no damage to the room or its contents beyond normal wear and tear.
- 2) All dishes are to be rinsed and stacked in the sink. All garbage is to be placed in the provided receptacles.
- 3) The maximum number of guests is two (2) and shall not exceed the number allowed. This includes all children, except for infants in a crib. Cribs are not provided.
- 4) Furnishings are not to be removed from the room.
- 5) Smoking is not allowed on the property, except outside of the building in the designated smoking area.

Management will not be held responsible for acts of theft or vandalism or other damages to the guest's personal property, personal injury or items left in the Guest Quarters. Every effort will be made to return any items left, but we assume no responsibility for such items.

We appreciate you reporting all maintenance items, and we will respond to them as soon as possible. We hope you enjoy your stay at the Guest Quarters and look forward to you coming back to stay with us again.