

Chincoteague Island Vacation Cottages Rentals, LLC

4407 Deep Hole Road Chincoteague, VA 23336 757-336-3720 800-457-6643

EMAIL: vacations@chincoteagueisland.com WEBSITE: www.chincoteagueislandvacationcottages.com

CHECK-IN PROCEDURES: Check-in is at 4pm at our office, 4407 Deep Hole Road. You will pick up an envelope with 2 sets of keys that has your name and the address of your rental on it. If you should check-in after hours or when our office is closed, your envelope will be left in our arrival mailbox to the left of the front door.

MAXIMUM OCCUPANCY: The maximum number authorized for each cottage must not be exceeded under any circumstances. Failure to comply will result in eviction and forfeiture of rent.

CHECK-OUT PROCEDURES: Check-out time is 10:00 a.m. THIS WILL BE STRICTLY ENFORCED. For every 30 minutes past 10:00 AM, you will be charged \$50.00. It is essential that you leave the home in the same condition you found it. We ask that you please remove all personal items, empty refrigerator and freezer of any food, bag all trash and take it to the outside receptacle or local dump. THERE WILL BE A \$25 CHARGE FOR ANY TRASH THAT IS NOT BAGGED AND PLACED IN OUTSIDE TRASH OR RECEPTACLE! After your departure, a cleaning crew will come in to clean, sanitize, and prepare for the next guest.

DAMAGES: Guests will be responsible for any damages or theft. Please report any damage at check-in or upon occurrence. Our inspectors walk through each unit after check out to ensure property is left in good order. Charges to a guest's credit card may include, but are not limited to damages over and above normal wear and tear, theft, and excessive cleanup requirements. THERE IS A \$25 CHARGE FOR ANY KEYS NOT RETURNED.

SECURITY DEPOSIT: You must provide a credit card prior to your arrival for your security deposit. Your card will be charged if any excess cleaning is needed and/or any damages are made to the unit. Each lost key or after-hour lockout will result in a \$25 charge.

CANCELLATION POLICY: If for any reason you cancel your reservation, your deposit will be refunded ONLY if the unit is rented for the same time period. When we receive the deposit on the unit, then you will be refunded your reservation deposit less a \$50 cancellation fee. In the matter of your cancellation, we do try our very best to get your rental rebooked but we can not guarantee it. If the house does not get rebooked, you do not get any of your money back. When you book one year in advance, we only require a \$200 deposit. That deposit is refundable up until January, where you can either sign the contract and pay your first 50% deposit or you can get your deposit back.

LINENS: LINENS ARE NOT INCLUDED. Don't forget your sheets, pillowcases, washcloths and towels. These can be rented through our office for \$25 a set if requested.

PLEASE SIGN & RETURN:

NAME OF RENTER: _____

HOUSE NAME: _____

DATE OF ARRIVAL: _____

I have read and agree to the terms of rental listed on the Confirmation of Reservation sheet.

SIGNATURE: _____

(please note this form is a generic form used only as an example and is not the rental agreement that will be emailed to you once you book your reservation. You will receive a personalized form with your information, bed sizes, rental address, etc.)