

DATE:	NAME(S) OF GUEST(S):
TENANT:	
ADDRESS:	
DATE OF RENTAL:	
CONTACT PHONE #:	

**RULES**

- NO SMOKING/NO PETS**
- Noise to be maintained at a reasonable level.
- Door not to be propped open.
- Tenants responsible for cleaning of Guest Suite.
- The Property Manager will inspect the room for damage and level of cleanliness and report any deficiencies to Owners. Tenants are to comply with this report.
- Tenants are responsible for any damage to the premises caused by tenant or guests during their time of use. Any damages in excess of the security deposit will be charged to the tenant for payment forthwith.
- Tenants will be responsible for carpet cleaning as a result of any serious stains.
- Tenants must supply own linens and towels.
- Tenants cannot book more than one week at a time.
- Reservations cannot span more than one weekend (i.e. Monday to Sunday could be booked / Sunday to Saturday could not be booked)
- Guest suite can be booked up to one year in advance.
- Major Holidays cannot be booked by the same tenant for two consecutive years, unless room has not been booked 60 days prior to the holiday.

**GUEST CHECK-OUT**

- Remove all garbage
- Remove all personal articles
- Turn off all lights and entertainment systems
- Lock all doors
- Leave suite in same condition it was received

**RESERVATION FEES**

- \$75/NIGHT CHEQUE
- \$100/SECURITY
- CASH ON CHECK-IN

**A FEE OF \$50 WILL BE CHARGED FOR ANY CANCELLATIONS MADE LESS THAN 1 WEEK PRIOR TO BOOKING**

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
PROPERTY MANAGER

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
PROPERTY MANAGER

**PLEASE RETURN FORM WITH CHEQUE PAYABLE TO SHERWOOD HOLDINGS LTD**