

Booking Confirmation

Dear Guest,

Thank you for choosing our home for your vacation. We hope that you have a pleasant stay. For your reference, Villa D' CoCo is located at the following address:

16 Beach Road
Accra – Nungua
Ghana, West Africa

Additionally the phone numbers for the Villa D' Coco are list below:

- +713-927-7512
- +233 556-303-630

Your check in date is listed on the day of arrival after 2pm eastern standard time. Please do not attempt to check in early. The checkout date is listed on the day of your departure by 12pm.

Guest's Name: _____

Guest Phone Number: _____

Guest's Email: _____

All of the rooms we offer are fully furnished and guests are given full access. Our family rate is \$200* per night.

Please read and agree to the terms and conditions for the Short Term Rental Agreement.

*Prices may change based on season.

Short Term Rental Agreement

This short term rental agreement is made by between the **Property Owner:** _____ and the **Guest:** _____ as of the date last set forth on the signature page of this Agreement. For good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

- 1. Property**
 - I. The Property is located at Nungua 16 St.
 - II. The property is fully furnished and includes the following: TVs, sound systems, cooking utensils, a double door fridge, gas/electric cooker, and dining set.
- 2. Occupancy**
 - I. The maximum number of guests is limited to eight people.
- 3. Term of Lease**
 - I. The lease begins at 2pm on the date of arrival, and ends at 12pm on the date of departure.
- 4. Length of Stay**
 - I. The Guest is required to stay a minimum of five nights. If a guest would like to increase the length of their stay, they must check for availability.
- 5. Rental Rules**
 - I. Guest agrees to abide by the Rental Rules attached at all times while at the property, including all members of the rental party and anyone else.
- 6. Access**
 - I. Guest shall allow the Manager have access to the property for purposes of inspection, repairs and maintenance. The Manager shall exercise this right of access in a reasonable manner.
- 7. Deposit**
 - I. Deposit is due at the time of booking, and full payment is required within 72 hours.
 - II. Option A: The deposit is for security and shall be refunded within 7 days of the Checkout Date provided no deductions are made due to:
 - i. Damage to the property of furnishings.
 - ii. Dirt or other mess requiring excessive cleaning.
 - iii. Any other costs incurred by Property Owner due to the Guest's stay.
 - III. Option B: The deposit is non-refundable and applied toward the rental fees.
- 8. Cancellation Policy**
 - I. If the Guest wishes to cancel their reservation, the deposit will be refunded by a certain percentage based on how early it was cancelled from the Check-In date.
- 9. Insurance**
 - I. We encourage all guest to purchase traveler insurance.
- 10. Payment**
 - I. We accept personal checks or credit cards. If you wish to use a credit card, please provide the following information.

Name on Credit Card _____ Type _____

Billing Address _____

City, State _____ Zip Code _____

Code _____

Credit Card Number _____

Exp. Date _____ CVV (Security) Code _____

Rental Rules

1. Smoking is NOT allowed inside the premises but can be smoked 5 meters away from the premises.
2. People other than those in the Guest party set forth above may not stay overnight in the property. Any other person in the property is the sole responsibility of Guest. Guests are not allowed to exceed the occupancy limit agreed to above.
3. Guests should not create excessive noise at a level that disturbs neighbors; Code-enforced neighborhood **quiet hours** are from 10:00p.m. – 8:00a.m.
4. All of the units are privately owned; the Property owner is not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The Property owner is not responsible for the loss of personal belongings or valuables of the guest. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise.
5. Keep the property and all furnishings in good order.
6. Only use appliances for their intended uses.
7. Pets are NOT allowed in the premises or compound.
8. Parking of cars permitted in the premises and limited to **four vehicles**. Vehicles are to be parked in designated parking areas only. Parking on the road is not permitted.
9. Housekeeping services are done **every five days** after check in. There is no daily room keeping service. While linens and bath towels are included in the unit, daily maid service is not included in the rental rate. We suggest you bring beach towels. We do not permit towels or linens to be taken from the units.
10. Any garbage must be stowed in the proper garbage or recycling receptacle, located at both back and front of the house.

If the premises appear dirty or damaged upon Check-in, Guest shall inform the Manager immediately.

Rental Agreement Checklist

Booking Information

- Property Address
- Phone Number at Vacation Home
- Number of Guests Booked
- Guests Name(s)
- Check-In Time, Date & Day of Week
- Checkout Time, Date & Day of Week
- Rate Change Provisions

Payment Instructions

- Security Deposit Amount
- Total Bill
- Cleaning Fee
- Tax Rate
- Payment Schedule Including Dates
- Balance Due Date
- Payment Methods Accepted
- Address to Mail Checks
- Returned Check Fee
- Instructions for Paying by CC
- Cancellation Policy

Credit Card Authorization

- Name on Card
- Billing Address
- Credit Card Number
- Type of Card
- Expiration Date
- Reiterate Cancellation/Refund Policy
- Signature with Date

Rental Rules

- Smoking Policy
- Pet Policy
- Rental Restrictions (Age, Noise, etc.)
- Maximum Occupancy
- Minimum Stay

Post-Stay Information

- Housekeeping Procedure
- Checkout Policy (Keys, Cleaning, etc.)
- Penalty for Late Checkout
- Deposit Refund Policy (incl. deadline)

Other

- Written Exceptions Clause (if renter wishes to alter anything outlined in rental agreement)
- Parking Information
- Inclement Weather Policy
- Use of/Access to Community Amenities
- Homeowner or Property Manager Contact Info