

Hawaii Resort Rentals Agreement

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Thank you for choosing to stay with us! Please fill in this form on your computer. Then print, sign and fax it to us. Email us with questions or if all information is not readable on your computer (Excel needed).

This agreement is made on _____ between Kat & Derry Ryan, Owners & **Guests:** _____.
 Guests agree to rent Hale _____ 69-555 Waikoloa Beach Dr # _____ in Waikoloa Colony Villas, Waikoloa, HI 96738 from **Date:** _____, **3:30 PM until Date:** _____, **11:30 AM**. **Please initial to verify dates:**

Payment: The Reservation Deposit is required to secure your reservation. The Balance is due 45 days before your arrival.

Villa Rental:	nights @	per night	
Charge for	0 extra guest @	\$100	per guest over 5 guests
Hawaii Accommodation Tax: 11.42%			
Cleaning Fee: \$125 or \$150 for parties of 5 or more			
Hawaii Sales Tax: 4.166%			
Refundable Security Deposit			\$300.00
Total Due			
Reservation Deposit: 25% of Total Due, payable at time of booking			
Balance			
Date balance is due: 45 days before arrival			

GUEST INFORMATION & CREDIT CARD AUTHORIZATION

Guest authorizes Owners to charge Reservation Deposit & Balance Due as outlined above to my Visa, MasterCard or Discover. **Credit Card #** - - - **Exp Date:**
3 digit code on back of card: *Please sign on pg 2.*

Name on Credit Card, must be name of Guest:			
Cardholder Billing Address – Street:			
City:	State:	Zip:	Country, if not US:
Email:	Cell:	Hm Ph:	
Mailing Address, if different – Street:			
City:	State:	Zip:	Country, if not US:
Emergency contact not traveling with you:			Phone:
Name:			
Names of all other guests & ages of children:			

Please tell us where you found us. If on the Internet, which website did you see first? _____
 The master suite has a king bed and a toddler's air mattress under the master bed.
 In the second bedroom you may choose: two twin beds: or king bed:
 Please check to have the living room sleeper sofa made up:

Check-in time is 3:30 PM. Checkout time is 11:30 AM. Requests for early check-in or late checkout must be made in writing, and if available, may be subject to an additional charge. If your flight is at night, you may want to book an extra day to guarantee the ability to stay late.

Cancellation Policy: If reservation is canceled more than 60 days before the arrival date, the Reservation Deposit will be refunded, less a \$100 administration fee. If canceled 26-60 days before the arrival 25% of Total Due is charged. If canceled 5-25 days before the arrival date, 50% of Total Due is charged. If a reservation is canceled less than 5 days before the arrival date, 100% of Total Due is charged. If we are able to rebook a cancellation, a *full refund* will be provided less a \$100 administration fee and less any difference in booked rate. Owners may cancel reservations with 60 days written notice and a full refund. In the case of *all* cancellations, the Security Deposit is refunded. You may wish to purchase trip insurance from a third party, as we cannot insure your trip. See <http://www.insuremytrip.com> to compare insurance companies.

Owners Agree To: Provide a fully furnished unit including phone service 808-886-_____, wireless Internet, utilities, linens and outfitted kitchen. Owners do not insure Guest's personal property against loss or damage, including but not limited to fire, vandalism, water damage, criminal or negligent act by others, or against personal injury to Guest for any reason, other than neglect on the part of the Owners.

Guest Agrees To: Leave the villa in the same condition as found less normal wear and tear; abide by HOA & pool rules; close all doors and windows when air conditioning is on; and not reprogram the thermostat. Attempting to do so may damage the air conditioner. Guest agrees to use calling card or your cell phone for long distance calls. Operator-assisted calls beginning with zero will incur additional charges. Take care not to walk into closed screens. Maximum number of guests is seven. No smoking or pets, or candles. Please check-in at the office next to the front gate for a parking pass for your stay. **Guest, please initial here: _____**

Housekeeping: The unit is professionally cleaned and prepared prior to the arrival of each Guest. Daily maid service is not included. If you would like additional cleaning at your expense, please make arrangements directly with our head housekeeper.

Security Deposit: The villa is inspected and inventoried between guests. Missing items, damage or extensive cleaning will incur additional charges. These will be invoiced at 1.3 times the cost of replacement or repair. An invoice will be provided for additional charges following the Guest's stay. Such determination will be made at the discretion of the Owners. A fee of \$500 will be charged for smoking in the villa. The unused portion of the Security Deposit will be refunded to the Guest 2 weeks from their departure date. The Credit Card Authorization form provides a payment guarantee for charges incurred above the initial security deposit, plus, if necessary, collection and attorney fees. Guest and Owners agree that they will attempt to resolve any dispute in good faith though mediation before taking legal action.

Upon Departure, Please:

1. Start the dishwasher.
2. Start a load of towels; these take a long time to dry.
3. Turn off the air-conditioner, lights & fans.
4. Put the kitchen garbage in a Villas Complex dumpster by the road.
5. Lock all doors & windows.
6. Leave both sets of keys, garage door opener & parking pass inside in the entry. Use the key in the lock box to lock the front door. Then return it to the lockbox.

Guest, please initial here: _____

Guest Signature _____ Date: _____

Mahalo for choosing Hawaii Resort Rentals! Kat & Derry Ryan

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