

Please fill out and send this agreement with your booking deposit. Thank you.

J & I Properties Rental Agreement (Sugar Springs House)

Office Mailing Address and Location: 5491 Huntington Way, Gladwin Michigan 48624

Phone: 989-426-7112 Ivie's Cell: 989-429-0124 Jim's Cell: 989-429-0123

Rental: **Sugar Springs House** Rental Dates: Check-in _____ to check-out _____

Primary Renter: _____ **Age:** _____ **Must be 21 years or older**

The person mentioned above agrees to be the primary occupying renter during the reserved dates & is not signing in the behalf of another person(s). Persons under the of 21 cannot be held as a primary renter. The primary renter understands that ID will be asked for on arrival date.

Mailing Address: _____ City: _____ State: _____ Zip: _____

St Address (if different than above) _____ City _____ State: _____ Zip: _____

Home Phone: _____ Cell (Optional): _____ Work (Optional): _____

Email: _____ Email #2 (Optional): _____

Number of Adults: _____ Number of Children: _____ Number of Pets: _____ (Limit 2 dogs)
(If unsure of total amount, please write in an estimated range).

Drivers Licence # (_____) _____ - _____ - _____ - _____ (Owners will ask to confirm drivers license # upon arrival)

***Pets are allowed (up to 2 Dogs Only, NO CATS, NO BIRDS) with a \$5 per night, per dog fee.**

Make Note of Check-in and Check-out Times: (No Saturday Check In's for Weekly Rentals)

Check In: 5:00pm Check Out: 1:00pm (Check out is NO LATER THAN 1:00 PM)

*** No Early Arrival Please!** Housekeeping will be cleaning between rental check out & check in times.

*** PLEASE NOTE:** Regarding check-in times: If renters are going to be later than actual check in time, (noted above), check-in's can be NO LATER than 8:00 pm or Renters will have to check in the following day. There are no adjustments on rental fee if renter(s) are not able to be checked in before 8:00 pm. (Please call if there are any questions regarding check in times).

*** IMPORTANT: The house needs to be VACATED NO LATER than actual CHECK OUT TIME (1:00 PM)!** There are **NO EXCEPTIONS**. There will be a \$50 charge for late departures for up to one hour past checkout time. If guests do not vacate after one hour, they will forfeit their entire \$250 security deposit. Housekeeping needs to be able to get into the house by 1:00 pm.

Renter(s) hereby agree to vacate rented premises no later than the hour & date shown above.

Rates Based for up to 4 ADULTS, Children 17 and Under are FREE.

Occupancy Limit 6 ADULTS (up to 8 with at least 2 people being 13 years or younger).

Renter(s) is/are aware that for each adult over the 4, there is an additional rental fee of \$15 per night, for each extra adult.

(Refer back to our web site for current rate dates: www.GladwinVacationRentals.com)

Rental Fee: _____ **Pet Fee :\$5 per night, per dog** (leave blank if no pet): _____ **6% Michigan Sales Tax:** _____

Service Fee (3.5% with Credit Card or Pay Pal processing only): _____

(Based on rental & pet fee combined)

Refundable Security Deposit: \$250 (due 2 weeks prior to arrival/see information about payment of balances)

½ of the **BASE RATE Required Deposit** enclosed with this Agreement: \$ _____ (Taxes & Pet Fee can be sent later)
(Base rate does not include taxes or pet fees)

Check here ___ if you are paying by Credit Card (Call owner to pay with this method).

The Balance of the RENTAL FEE, TAXES & SECURITY DEPOSIT are due two weeks prior to CHECK IN Date.

Receipts will be sent by email unless the renter requests a "Written Receipt" by USPS Mail.

Accepted Deposits/Payments must be in the form of **MONEY ORDER, PERSONAL CHECK (two weeks or more prior to arrival) or CREDIT CARD.** (For last minute bookings, payments must be money order, certified check or CREDIT CARD. No personal checks will be taken if check in is less than two weeks away).

Regarding Credit Card Payments: There is a 3.5% service fee with all credit card transactions.

Cancellation Policy: Reservations canceled prior to 30 days from arrival date will be assessed a \$30.00 cancellation fee. Reservations canceled less than 30 days prior to arrival date will forfeit their deposit. If you can find someone to rent in your place, cancellation fees will be waived, but if replacement renter cancels, same rules apply. (Note: Regarding replacement renters: Your full deposit will not be mailed back to you until the ½ down deposit and new rental agreement is received from the replacement renter). This agreement shall not be assigned or the premises sublet without written consent of J & I Properties.

Refunds: There are NO Refunds on Rental Fees upon arrival and inspection of the property on arrival. (See above for cancellation policies).

Security Deposit Refunds: Security Deposits can be made by credit card, money order, cash or personal check 2 weeks or more, prior to arrival. Deposits made by cash, check or money order will be mailed back to renter within 5 business days of departure, with satisfactory inspection and condition of the house and property. **Regarding Credit Card Security Deposits:** Security deposits are entered in as an "authorization amount of \$250" two weeks prior to guest's arrival and will not be collected unless there is damage to the property. Renters will be notified of any damages found.

Renter(s) hereby agree to the following rules: Renter(s) understand that Violation of any of these Rules could be grounds for sudden eviction from the property and loss of all or part of your security deposit. If security deposit is kept because of damage or loss caused by the renter(s) and the amount of the damage/loss totals greater than the total security deposit, renter(s) would be responsible for the total cost of repairs/replacement.

Renter(s) understand that if they decide to invite **additional adults** to lodge at the rental, they will notify the owners. Renter(s) are aware that if any additional adults come to stay that exceed the limit of four adults, there will be a \$15 fee per extra adult per day from the arrival date of those extra adults. Renter(s) also understand that the number of people sleeping at the rental **SHALL NOT EXCEED 8 PEOPLE**, including both adults and children. (That includes anyone that might plan to camp on the property).

The Property & House are NOT to be used for large parties, family reunions or large group gatherings, outside of the actual people renting the house. Renters must obtain approval from the owners to have outside visitors occupy the property, even if the visitors intend to stay for short durations. This is done to prevent abuse and over-usage of the property & septic system.

* Please Initial Here: _____

Owner/Landlord will provide linens, towels, cleaning supplies, paper towels, toilet paper, hand soap, dish soap & some other items.

NOTE: Appliances/hot tub are NOT guaranteed and repairs will be made as soon as possible. No refund due to failure. If smoke detectors beep due to low battery, call owner & battery will be promptly replaced.

1. **Keep the home in good condition** & notify the owners of any repairs that need to be done to the home during the renters stay.
2. **NO SMOKING inside of the house.** (There is a bucket outside of the front door to dispose of any cigarette butts when smoking outside. If renters smoke outside, it's expected that all cigarette butts be disposed of in the bucket supplied and NOT on the ground. Extra cleaning fees will apply if debris is left on the ground).
3. **NO TRESPASSING** on the surrounding properties.
4. **NO DRIVING or PARKING ON THE GRASS.**
5. **When using the Sugar Springs Amenities, please do not litter or disrespect Sugar Springs Property.**
6. **Do not take any items that belong to the rental off of the property,** including towels, linens or any other items belonging to the rental. Any items missing from the home will be subtracted from your refundable security deposit. If items missing exceed the amount of the security deposit, renters will be responsible for the costs of those items and the owners may seek prosecution for theft or abuse of property.
7. **ABSOLUTELY NO ATV/ORVs to be ridden on property or surrounding properties!** (That also means, NO ATV/ORVs on driveway or roads around the property).

8. **No Down State Firewood Permitted, due to Emerald Ash Bore QUARANTINE.** Michigan State Police & DNR are fining people for transporting firewood from quarantined counties in southern Michigan.

9. **All TRASH to be disposed of in TRASH BAGS.** Please do not throw loose trash into the big trash can. If owners have to clean out the trash can because of sticking loose trash, there will be a minimum \$25 charge for cleaning.

Regarding PETS

Renters/guests understand that they are responsible for their pets at ALL TIMES. (There are NO CATS ALLOWED).

Per Sugar Springs Rules, all dogs are required to be on leashes when outside.

It is strongly suggest that pets be crated or taken with the renter/guest when away from the house. (There are two crates already provided at the house for guests to use).

Please be respectful of neighbors and do not allow your dog to be outside excessively barking.

Renter/guests are required to clean up all outside dog waste prior to departure. Please bag up waste and dispose in the outside garbage can. DO NOT put loose waste in the garbage can. Owners can charge an extra clean up fee for waste that is not disposed of properly.

Renter/guest are responsible for any damage their pet(s) may cause to the house/property.

Upon Departure: Renters agree: To leave the house in reasonably clean condition, including:

1. Wipe off all counters and stove-top. All surfaces to be free of grease and food
2. Clean and empty refrigerator & empty personal contents. (Reusable condiments can be left. Condiments provided by the owner/landlord are to be left, unless fully used by the renter prior to departure).
3. All dishes, glasses, pot and pans to be clean and put away. (If some are still wet when you depart, you are welcome to leave them in the dish rack to dry and I will put them away). (If dirty dishes are left for housekeeping to clean, renters will be charged \$25 per hour from their security deposit with a one hour minimum charged).
4. All outside litter to be picked up and disposed of in the trash can next to the garage, (including cigarette butts & dog waste).
5. Do not re-arrange large furniture. Owner will retain \$25 from deposit for moving furniture back.
6. If sheets were put on the fold out couches, renters are to remove those linens & leave on the couch.
7. Leave floors in reasonably clean condition, with no stains in carpet. (Housekeeping will do the vacuuming, mopping and cleaning of all linens and towels, but renters are still expected to keep dirt within reason! If special cleaning is needed due to negligence of renter, such as stains in carpet or on walls or sinks that were NOT there before you, the renter occupied the property, actual fees for rental of any equipment needed to do cleaning, including the hourly rate of \$20 per hour, will be charge to the renter).
8. Leave KEY(s) and Gate Card on kitchen counter and make sure doors are locked.

Renter(s) agree maintain the property in the same condition in which it was found. Reasonable wear and tear accepted. Renter(s) agree to replace or pay for losses, breakage or damage should such occur.

Renters Understand that they are renting the House Only, but have use of the property and that the owners have the right to access the property and garages for maintenance and other reasons.

J & I Properties is Not responsible for any loss or damage of personal items, or any injuries caused by negligence/irresponsibility of the renter(s) and their guests.

Renter Signature: _____ Date: _____

Owner/Landlord Signature: _____ Date: _____

Owner signed copy of this agreement will be presented upon arrival, unless renter requests copy before then.

Departure Check List - Sugar Springs House (Please bring copy of check list for your reference)

IMPORTANT: Regarding CLEANING and what is EXPECTED from guests upon departure.

Guests are expected to use this check list to insure certain things are done prior to departure.

Housekeeping will do the cleaning of sheets, towels, bathroom, vacuuming, dusting, windows, mopping and making of beds.

(Please Note, if housekeeping has to do dishes, pick up liter or clean stains out of the carpet, there is an extra charge of \$20 per hour charge with a 1 hour minimum. The charge will depend on the extent of extra cleaning required. Renters are expected to keep dirt within reason. PLEASE use the checklist below for reference for departure).

| | |
|--------------------------|--|
| <input type="checkbox"/> | Wipe off kitchen counter tops. |
| <input type="checkbox"/> | Wipe off stove top and make sure oven is turned off. |
| <input type="checkbox"/> | Wipe off dining area table. |
| <input type="checkbox"/> | Clean dishes and put them away. |
| <input type="checkbox"/> | Make sure microwave is clean. |
| <input type="checkbox"/> | Make sure there are NO STAINS in the carpet. |
| <input type="checkbox"/> | Rinse out coffee pot and dispose of coffee grounds. |
| <input type="checkbox"/> | Remove sheets from sofa beds/fold out couches and put them by the basement door. |
| <input type="checkbox"/> | Remove personal items from bathroom. |
| <input type="checkbox"/> | In Winter, make sure thermostat is set at 55 degrees. |
| <input type="checkbox"/> | If any furniture was moved, please make sure it's put back where it belongs. |
| <input type="checkbox"/> | Pick up any liter or debris on the ground and dispose in garbage can. |
| <input type="checkbox"/> | Make sure dog waste and cigarette/cigar butts are picked up and properly disposed of. |
| <input type="checkbox"/> | Make sure camp fires and fire place fires are completely extinguished. |
| <input type="checkbox"/> | Remove personal food items from the refrigerator and wipe shelves. |
| <input type="checkbox"/> | Make sure all trash is BAGGED. No loose trash is allowed in the big outdoor cans. |
| <input type="checkbox"/> | Turn off lights and TV. |
| <input type="checkbox"/> | Call 989-429-0124 just before you depart, unless you are leaving within a half hour of check out time. |
| <input type="checkbox"/> | Lock all doors and leave the key on the counter top. |

Thank you for taking care of the Sugar Springs House!

Have a Safe Drive Home! Jim & Ivie Baker