

RESERVATION CONFIRMATION FOR: _____

THIS AGREEMENT is made on DATE _____

PAYMENTS: Checks must be made payable to Century 21 On The Lake and mailed to Century 21 at P.O. Box 985, Clarksville, VA 23927. You must mark on the outside of the envelope Attn: Pat or Rental Department.

Rental Department Numbers: 434-374-8022 or Toll-Free 877-374-8022

Office Hours: 9:00am-5:00pm Monday - Friday
Check-InTime: 2:00pm **Check-Out Time:** 11:00am

We appreciate your selection of these accommodations and will do everything possible to make your vacation an enjoyable experience. Please read the information printed below and advise us if any corrections are necessary. Please review the attached Rental Agreement. Your signature is required.

Rental Address: _____, Clarksville, VA 23927

Rental House Telephone: 434-_____

Max. Occupancy: _____ **Pets:** _____ **Smoking Outside Only**

Type of Beds: King _____ Queen _____ Double _____ Twins _____ Sleeper Sofa _____ Other _____

CHECK IN DATE: _____ **CHECK OUT DATE:** _____

Rent:	\$ _____
Deposit Due: (1/2 of Rental Fee Plus Tax)	\$ _____
Pet Fee (\$50/Pet - Non-refundable)	\$ _____
VA State Tax (5%)	\$ _____
Transient Tax (2%)	\$ _____
Security Deposit(refundable after inspection)	\$ _____
Cleaning Fee: (Mandatory)	\$ _____
Linen Service: (Optional)	\$ _____
Total Due:	\$ _____
Received:	\$ _____

BALANCE DUE FOUR WEEKS PRIOR TO CHECK IN: \$ _____

CANCELLATION POLICY: If you cannot occupy the rental, you must notify Century 21 On The Lake immediately by telephone. This must be followed up in writing (by e-mail, letter or fax). We will make every attempt possible to re-rent the vacation rental. If we are

unable to re-book the rental, please understand no monies can be refunded. If however, the rental is re-booked, you will receive your full refund, less a 20% cancellation fee.

SECURITY DEPOSIT: Each rental house requires a refundable security deposit. If there are no damages, your security deposit refund will be mailed to you within ten (10) business days after departure.

RESERVATIONS: Once your reservation is made, the reservation deposit must be mailed to CENTURY 21 On The Lake within fourteen (14) days. Reservations made and not confirmed by check within the required time limit (14 days), cannot be honored and will be automatically cancelled. If we receive the deposit after the required date, an attempt will be made to reinstate the original reservation. If the house has been re-rented, your check will be returned and a new reservation will be required. The reservation deposit is fifty percent (one-half) of the total rent amount plus 5% Virginia Sales Tax. Once your reservation deposit is received, a lease agreement will be mailed to you for signature. The balance of your rental fee, plus tax, along with your security deposit, pet fee(s), cleaning and linen fees will be due within 4 weeks prior to your arrival. The lease agreement must be signed and mailed back immediately to Century 21 On The Lake, PO Box 985, Clarksville, VA 23927 - attention "Pat" on the outside of the envelope.

PETS: Rentals which are "pet-friendly" require a \$50/pet fee. The pet fee is non-refundable.

PAYMENTS: Your personal check is acceptable for the reservation deposit. If the final payment is not received within four (4) weeks prior to your arrival, payment must be made by certified funds; cash, certified and/or cashier's checks, or money orders. If your reservations are booked four (4) weeks or less prior to your arrival, the full amount must be paid by certified funds also. If your final payment is not received within four (4) weeks prior to your arrival, the reservation will be cancelled.

SEASON DATES:

In-Season	-	May 1 thru September 30
Off-Season	-	October 1 thru April 30

CHECK-IN/CHECK-OUT TIMES: Check-in time is 2:00 P.M., and check-out time is 11:00 A.M. You must come by our office, located at 412 Virginia Avenue, Clarksville, Virginia prior to checking into your rental house. Your arrival packet will be left in the big black mailbox on our front porch with your name and the name of your rental house on the front. The packet will contain the keys and directions to your rental house.

DIRECTIONS TO CENTURY 21 ON THE LAKE: Clarksville is located on US Hwy 58 (Business) between South Hill (I-85) and Danville (US 29). We are between 4th and 5th Streets in a big white two-story house.

RENTAL AGREEMENT

Rental Unit: _____
In: _____ **Out:** _____
Guest Name: _____ **Phone:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____

I, the above-named Guest, agree to vacate the above-named rental property by 11:00a.m on the check out date of this contract and to leave the rental property in the same condition as it was upon my arrival. I also agree to call CENTURY 21 On The Lake if any problems arise during my stay.

I also acknowledge that deductions will be made from my SECURITY DEPOSIT IF:

The rental property is not left in the same condition as found or is left unsecured when inspected after my departure.

More than the maximum number of people are found to be staying overnight in the rental property.

Damage to the rental property or its contents is discovered upon inspection after your departure, or any individual house rules are violated (pets are brought/smoking inside).

Damage to the rental property by pet(s).

Rental Agreement Between Guest And CENTURY 21 On The Lake

This contract is an agreement between _____ (Guest) and Century 21 On The Lake (Agent) to rent the rental property described in this contract.

1. That the rental property is a privately owned dwelling with the owner's furnishings and neither the agent nor owner will be responsible for providing additional furnishings or equipment not available presently in the rental. Should there be an equipment malfunction and the agent is unable to secure timely repairs, an adjustment in rates for the period may be made at the discretion of the Rental Manager upon written request from the Guest.
2. To Indemnify Owner for any damages to the rental property, grounds, furnishings, equipment and household items which occur during the Guest's occupancy. Any damages should be reported at the earliest possible time to the Rental Manager.
3. To leave rental unit in the same condition in which it was found.
4. Not to remove or rearrange any items of property within the rental property.
5. To remove all food from refrigerator, clean dishes and empty dishwasher, and to haul trash to the County green boxes.
6. Sheets, pillowcases, towels & paper goods are not provided. NOTE: Some vacation rentals have the linen service as an option. If you pay for the linen service, you will not have to bring your towels/wash clothes, or bed linens.
7. Not to charge long distance telephone calls to the number of the Rental Property.
8. That no pets are allowed in unit unless so noted on page 1 of this agreement.
9. That no REFUNDS of any kind will be provided due to BAD WEATHER OR LAKE LEVEL.

10. That one or more locked closets are reserved for storage of the Owner's property and are not included in the rental.
11. That the unit may not be sublet or this agreement assigned without the permission of the Agent.
12. That Agent/Repair Person may enter premises during normal working hours, 9am to 5pm, with the exception of emergencies, for the purpose of making necessary repairs or maintenance. All reasonable attempts will be made to give advance notice of such occurrences.
13. Guest agrees to take all reasonable steps to see that members of his or her family and other participants adhere to rules and regulations which are provided for the rental property.
14. That if Guest or any member of his or her party violates any of the conditions or agreements in this contract, Agency may terminate this contract and enter the rental property by force or by statutory proceedings.
15. That Agent or the Owner of the individual rental property will not be liable for any damage or injury (to Guest or to any other person, or to any property) occurring on the premises or any part thereof. Guest agrees to hold Agent and Owner harmless for any claims for damage, no matter how caused. That Agent or the Owner will not be responsible for acts of theft or vandalism or any damage to Guest's vehicle, boat, boat trailer or related items, etc.
16. Guest agrees to limit the number of persons residing in the unit during his or her period of occupancy to the limitations stated in this rental agreement.
17. That if the rental property is equipped with a satellite dish, DirectTV, etc., Guest agrees to be held liable for any damage to the unit/receiver caused by Guest or any member of his or her party.
18. Guest certifies that he or she is at least 21 years of age. Proof of age may be required at check in.
19. Neither the Owner nor Agent is responsible for acts of nature beyond their control and the consequences thereof including, without limitation, power outages, lightning strikes, floods or droughts, etc.

-We will try to place you in a rental property that is comparable to what you have reserved. If we do not have a comparable rental property available, you will have the option of paying additional monies and go into another rental property, or going into a less comparable rental property and receiving a refund. If we do not have a rental available, we will work with other rental agencies to try to place you in a comparable rental.

-If there are no rental properties available, you will be refunded a prorated amount for the number of days you did not utilize the rental property.

-We realize no one wants his or her vacation spoiled and we will do everything possible to place you into another rental property.

Guest certifies that he or she has read carefully the limitations as set forth in the Rental Agreement and agrees to abide by such limitations.

_____ By _____
 Guest Signature CENTURY 21 On The Lake
 Date: _____ Date _____