



(450) 458-2713 FAX: (450) 202-0655
info@lexanadu-windsorhills.com
www.lexanadu-windsorhills.com

RENTAL AGREEMENT

Please complete and sign this form and e-mail to:

info@lexanadu-windsorhills.com or fax it to: (450) 202-0655

Before proceeding please read the Terms and Conditions of Booking posted on our website.

Booking Date

A **provisional** booking date requested by telephone or fax will be held for four (4) days pending receipt of a **completed** booking form and **full deposit** or payment as described in the rental agreement.

Deposits

A deposit of **\$200.00** is required with the completed booking form. Confirmation of bookings will normally be made within seven (7) days of receipt of the deposit. Once the booking is **confirmed** the deposit will be **non-refundable** but will be deducted from the full rental amount. In addition we require a **non-refundable administration fee of \$30.00**.

Security Deposit

We require a security deposit of \$500.00. This amount is held against a major credit card (please use the credit card form http://www.lexanadu-disney.com/docs/credit_card_authorization.pdf), and is due with the balance payment. The funds will not be taken out of your account and the hold will be released approx. 2 weeks after your departure date provided there has been no damage reported. It is processed one week before arrival. Once we receive it we will send you the directions/door code so that you can enter the townhome.

*Please note we will not be able to process the hold of \$500.00 if there is insufficient space on the credit card provided. In this event we will not release the directions/door code nor will we notify security of your arrival until this is rectified. Please make sure to leave enough room on your credit card to cover the hold!

Account Balance

At the time of confirmation a statement of account will be issued showing the balance due. This is payable **six (6)** weeks prior to the date of arrival, together with the returnable **security deposit** of \$500.00. Bookings made within **six (6)** weeks of arrival are payable in full at the time of booking.

Guest Name _____	Date Requested _____	1
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Liability Limitations

The owners and property managers cannot accept, be responsible for, or be liable in any respect for, death, accidents, or damage to persons or to personal property however caused. The use of the accommodations and amenities provided, including the swimming pool, hot tub and all other facilities is entirely at the users' risk. When using the swimming pool, children must be supervised at all times by responsible adults. For insurance and liability reasons, the child safety fence must be securely fastened when the pool is not in use. Glass is not permitted in the pool area. We accept no responsibility or liability for loss or damage to personal items while travelling to the premises, staying in the property or after departure from the property.

Force Majeure

The owners and or the Management Company cannot be responsible for, nor accept responsibility for, any loss of rental time due to travel problems, flight delays, cancellations, terrorist acts, industrial disputes, weather-related activities including hurricanes, or any form of **force majeure**.

Utilities

Neither the owners nor the management company can accept responsibility for failure of public services or utilities such as water, gas supplies, air-conditioning or pool heaters. We cannot accept liability for the consequences or the actions or omissions of other people that supply or control main services, nor be responsible for any actions taken in the vicinity of the property by any authority over which we have no control.

Occupancy

The accommodation provided is for the use only of persons named on this booking form. Florida state law prohibits subletting, sharing or assigning. Any persons whose names do are not listed on the booking form will be asked to leave. The property may be occupied by a maximum of **8 persons** (including children and adults). Rental homes in Florida are governed by many laws and must be licensed for rentals. The property is governed by the same regulations for safety standards as are hotels, and it is checked by inspectors on a regular basis to ensure that everything is in order.

Unauthorized Guests

No person whose name does not appear on the booking form should occupy the property. We reserve the right to refuse admittance or cancel the reservation without refund if this condition is not observed. If additional guests not named on the booking form are found to be staying at the villa, the security deposit will be forfeited as payment for the additional guests.

Guest Name _____	Date Requested _____	2
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Rental Period

The house must be vacated by **10:30 AM** on the day of departure unless otherwise arranged and agreed to by the management. Clients may gain access to the house after **4:00 PM EST** on the day of arrival. To avoid potential conflict with cleaning schedules early check in or late check in will no longer be permitted. These deadlines are important to ensure adequate time for our cleaners to maintain the property. Clients who do not vacate the property at the assigned time of 10:30 AM will forfeit the security deposit. An additional fee of \$150.00 may be charged for failure to return a key because we will have to re-key the lock in this instance.

Inventory

Please check the inventory list in the home at arrival and departure time. No inventory items may be removed from the house at any time. This includes linens and towels or other utensils. Bath towels may not be taken to the club house. We have provided some beach towels for this purpose. Please make sure these towels are returned to the home so that our other guests may continue to enjoy the convenience. Any missing or damaged items will be charged to your damage deposit.

Agent/ Management.

As out of town owners we rely on our management company for assistance in all management related issues. On the day of arrival please check the home for any damages or breakages. Complaints must be reported before leaving the state of Florida. Any requests to our management company that falls outside of the scope of this rental agreement (for example returning or locating lost items, starting up the pool heat after the signing of this rental agreement, etc) **will be subject to the policies of Oasis Vacation Homes.** They can be reached at (407) 334-3804, and take care of the home in all aspects relating to management issues. They will be happy to assist you with most of the problems you may encounter during your stay. They have supplied a list of important telephone numbers (which you will find in the home). Unless it is an emergency situation, please try to limit your calls to regular business hours. Complaints must be reported before leaving the state of Florida. Occasionally maintenance issues arise requiring our management company to gain access to the home during your stay. All efforts will be made to contact you and advise you in advance.

Pool Heat

We cannot guarantee the temperature of the pool, as this will vary according to several factors, the main one being prevailing weather conditions. It is not normally considered reasonable to expect to swim outdoors at air temperatures below 45 F. The pool heater may turned on for an additional charge. Please refer to rates.

Guest Name _____ Date Requested _____



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Insurance

We strongly recommend that all guests carry personal and cancellation insurance coverage for their own protection. It is the client's responsibility to ensure that the insurance purchased covers ALL the activities entered into while on the holiday.

Pets

Pets are not permitted on the premises.

Smoking

In accordance with Florida State Laws, the home and communal areas are designated as Non-Smoking areas. **Smoking is not permitted inside the townhouse.**

Bleach

We do not allow the use of bleach in any of our homes. A fee equivalent to the amount of the deposit will be withheld if any linen or rugs are accidentally bleached by guests.

Personal Property

The owner and/or management company will not be held liable for any **loss** however caused before, during or after your stay. Please take the time to thoroughly check the home before you leave to ensure that you have all of your personal property with you upon departure. A \$25 service fee plus shipping costs is charged in advance for locating, packing and shipping of any lost property.

Guest Name _____	Date Requested _____	4
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Cancellation

All cancellations must be received in writing and reception will be confirmed by the owner, also in writing. In the event that a guest, the owners, or the management company, has to cancel a reservation for non-payment of the balance due within the prescribed time deadlines, cancellation charges will be as follows:

- More than 6 weeks prior to the arrival date: loss of deposit
- 4-6 weeks prior to arrival: 50% of rental amount
- Less than 4 weeks before arrival: 100% of rental amount

The signing of the booking form constitutes acceptance of the above conditions and shall be a warranty that the person whose signature appears on the form has the authority to act for, and on behalf of, all persons named on the booking form. The attached booking form is an integral part of this rental agreement and must be signed and returned along with the signed rental agreement.

I have read, accept and agree to be bound by the terms of this agreement on behalf of myself, and my party I confirm that I am over 21 years of age.

Signed: _____

Date: _____

Home Address: _____

Postal Code/Zipcode: _____

Telephone: _____ **Cel/Mobile:** _____

Email address: _____



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Part 2 of Rental Agreement

Requested by: _____ Fax No: _____
 Date of Request: _____

Provisional reservations may be made by telephoning (450) 458-2713 or faxing (450) 202-0655. 7-day option will be given to allow time for the booking. All reservations must include a \$200.00 deposit or 20% of total amount before taxes (whichever is greater) which will be applied to the final balance. In addition there is a non refundable \$30.00 administration fee. We require a security deposit of \$500.00. This amount is held against a major credit card (please use the credit card form http://www.lexanadu-windsorhills.com/docs/credit_card_authorization.pdf) and is due with the balance payment. The funds will not be taken out of your account and the hold will be released approx. 2 weeks after your departure date provided there has been no damage reported. **It is processed one week before arrival.** Once we receive it we will send you the directions/door code so that you can enter the townhome.

*Please note we will not be able to process the hold of \$500.00 if there is insufficient space on the credit card provided. In this event we will not release the directions/door code nor will we notify security of your arrival until this is rectified. Please make sure to leave enough room on your credit card to cover the hold!

Also if the house is left in an unusually dirty state, a charge of up to \$85.00 for extra cleaning may be deducted from the security deposit. Please list the names of the people who will be staying in the home during the rental period. The hold on your credit card will be released 15 days after your departure day provided that no damages have been reported by our management company at the end of the rental period.

Date of Arrival	Date of Departure		Number of Nights
_____	_____		_____
Mr/Mrs/etc.	First Names	Surnames	Age under Sixteen
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Guest Name _____	Date Requested _____	6
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How did you find out about us? _____

Guest name: _____

Telephone/cell number: _____

***Please fill in boxes with a “☒”. The numbers should be identical to the one we sent you in the original quote.**

Special Requests:

- High Chair (complimentary) Y N
- Pack 'n' Play (complimentary) Y N
- Toddler Guard Rail -for bed (complimentary) Y N
- Pool Heat Y N

Price/night			
	X		Nights =
\$15.00	X		Pool heat =
			Cleaning fee =

SUBTOTAL

_____ % Promotion

_____ 13% Florida Sales Tax

Plus \$30.00 nonrefundable admin. fee =

TOTAL

Deposit due with rental agreement

Balance due 6 weeks prior to arrival



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Please indicate method of payment Paypal____ Visa____

Payments can be made through paypal (4% processing fee), by certified check/cheque, or by major credit card through our management company. If paying by check/cheque, please e-mail us at info@lexanadu-windsorhills.com and we will provide you with our mailing address and payment details.

We require a security deposit of \$500.00. This amount is held against a major credit card (please use the credit card form http://www.lexanadu-disney.com/docs/credit_card_authorization.pdf) and is due with the balance payment. The funds will not be taken out of your account and the hold will be released approx. 2 weeks after your departure date provided there has been no damage reported. **It is processed one week before arrival.** Once we receive it we will send you the directions/door code so that you can enter the townhome.

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Here is a copy of the [credit card authorization form](#). Please fill out and return to the management company using the fax number shown on the form.

I have read, accept and agree to be bound by the terms of this agreement on behalf of myself, and my party I confirm that I am over 21 years of age.

Signed _____ Date_____

*** It is understood that this booking request is not to be treated as a confirmed booking until a confirmation number has been provided by Le Xanadu.**

For Internal use only:

Date Received: _____

Date Confirmed: _____ Booking Confirmation No:_____

Guest Name _____	Date Requested _____	8
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