



## RENTAL AGREEMENT

Please complete and sign this form and e-mail to:  
[info@lexanadu-windsorhills.com](mailto:info@lexanadu-windsorhills.com) or fax it to: (450) 458-2713

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 \$25.00**.

### 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-windsorhills.com/credit\\_card\\_authorization.pdf](http://www.lexanadu-windsorhills.com/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 refundable **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 \_\_\_\_\_



## 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.

## 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 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.



## 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. These deadlines are important to ensure adequate time for our cleaners to maintain the property. Client's 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

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.

## Agent/ Management.

On the day of arrival please check the home for any damages or breakages. Any problem should be referred immediately to our management company, 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.

## 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 be turned on for an additional charge. Please refer to rates.

## 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.

## 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:** \_\_\_\_\_



**Part 2 of Rental Agreement**

Requested by: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

Fax No: \_\_\_\_\_

Provisional reservations may be made by telephoning or faxing on (514) 396-9229 or 1-877-386-9229. 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 \$25.00 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/credit\\_card\\_authorization.pdf](http://www.lexanadu-windsorhills.com/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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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. 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 \_\_\_\_\_



**\*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 (free)                    Y  N
- Pack ‘n’ Play (free)                Y  N
- Toddler Guard Rail -for bed (free) Y  N
- Pool Heat                                Y  N

		Price per night		
Nights	☒	☒	=	☒\$
Pool heat (95.00 per week) Otherwise \$15 per day	☒	☒	=	☒\$
Cleaning fee (\$85.00 for less than 7 days)	☒	☒	=	☒\$

SUBTOTAL ☒\$

13% Florida Sales Tax ☒\$

Plus \$25  
non-refundable admin  
fee ☒ \$

TOTAL ☒\$

Deposit due with rental agreement	☒
<b>Balance due 6 weeks prior to arrival</b>	



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](mailto: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-windsorhills.com/credit\\_card\\_authorization.pdf](http://www.lexanadu-windsorhills.com/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**

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*For Internal use only:*

Date Received: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_ Booking Confirmation No: \_\_\_\_\_

Guest Name \_\_\_\_\_

Date Requested \_\_\_\_\_