



Fill in and initial blanks. Please check all information already filled in the blanks for accuracy and make any correction necessary (or fill them in) to dates, number, name, and address information so that it corresponds properly to the credit card you are providing to the Ann House.

The Ann House-an Extended Stay Home

This agreement is for reserved arrival date of _____ and departure date of _____ and entered into on _____ (date) between Jeanne Harris of Ann House and _____ (name of responsible party as appears on credit card) of (permanent / mailing address as on credit card) _____

for occupancy by _____ (name(s) of occupant(s)).

Credit Card # _____ exp: _____ code _____

Signature _____ print name _____

I authorize Ann House to bill my credit card in accordance with this agreement. I understand that it may be used to hold the weeks requested in a non-refundable deposit, for weeks rented, and/or for damage deposit which will be charged after my departure for any damages.

- 1) *Description of Property.* The house being rented is located at xxxxxxxxxxxx in Rio Rancho, New Mexico. Included in rent paid is use of yard, garage, 2 bedroom house with 1 full bath, kitchen, living room and dining room and property detailed in the inventory designated as Schedule A annexed to and specifically made part of this agreement and located in the Welcome Book at the Ann House (an inventory).
- 2) *Term and Description of Weekly Occupancy.* Week will be defined as being seven (7) nights. Checkin time is 6:00PM and checkout time is 11:00AM. Valid changes to these times will be by prior arrangement and by written agreement only. While being occupied on a week to week basis, (7) seven days notice is required that this agreement will be terminated for charges not to be incurred for the following week. Owner has the right to give same notice to terminate this agreement.
- 3) *Nightly Rent.* By pre-arrangement only, property is available at a nightly rate of \$ 99.00 plus tax. For this contract between above parties it is rented on a nightly basis for _____ number of nights for the dates of _____ instead of (or in addition to) weekly rent.
- 4) *Rent.* Weekly Rent of \$ 650.00 plus tax is payable prior to occupancy for each week. Payment will be made in no more than 2 week increments either by check, cash, or credit card. Owner retains the right to refuse service to any persons.
- 5) *Agreement to hold reservation* First and last week charges will be paid as a non-negotiable, non-refundable deposit upon execution of this agreement for up to 6 consecutive weeks reserved. For every further 4 week period, one week rent will be charged as a non-refundable deposit unless otherwise arranged. This deposit is indisputably non-refundable for any cancellation and guest agrees not to refute charges made to credit card in an attempt to recover this non-refundable deposit. _____ (initials)
- 6) *Cancellation Policy.* Deposits to hold reservations and damage deposits are considered non-refundable. However, if cancellations are made in advance of more than 60 days **and** the weeks deposited are resold, refunds may be issued completely at the discretion of The Ann House with a \$ 200 processing fee retained. In case of a catastrophe which renders The Ann House uninhabitable, a refund will be issued for the time unused but owner is not responsible for providing alternate lodging or for any expenses related to alternate lodging or transportation to alternate lodging.
- 7) *Returned Checks or Credit Cards.* Should any payment for occupancy or any other services be returned by the bank or declined, there will be a \$ 100 charge which occupant agrees to pay. Occupant will have (3) three business days to make other payment arrangements. If satisfactory payment has not been received, this is grounds for immediate removal from premises.
- 8) *Damage Deposit.* Above credit card will be used in lieu of a damage deposit. A \$ 300 cash deposit is required if major credit card is not provided. Cashier check will be accepted. Personal check will not be accepted for damage deposit unless time has been provided for it to clear bank before occupancy. This deposit or credit card may be used by The Ann House during or after the tenancy has ended to repair damage to the residence and for the actual costs of unpaid rent or storing and disposing of unclaimed property. It is the guest's responsibility to notify The Ann House during the stay of any damage and to resolve issue with management before their departure. The Ann House will inspect the property with the guest on their departure only if requested. Otherwise, damage if any and appropriate charges will be assessed solely by The Ann House and notification will be made to guest. Guest agrees to not dispute these charges on their credit card. If no damages are found with cash Damage Deposits, a refund check will be mailed to the above address within 10 business days after guest departure.
- 9) *Referral Charges and Commissions.* Any fees charged as a locator fee or commission will be added to the rental amount and identified as such to the guest.



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10) **Cleaning Fee.** Cleaning fee of \$75.00 will be payable for each occupancy and is non-refundable.

- _____ (initials)
- 11) **Furnishings.** The Ann House is leased as a furnished house containing household furniture, kitchen utensils, and other household items listed in Schedule A attached to and made part of this agreement of which a copy is held in the Welcome Book of the house. Tenant agrees to return all items listed on the schedule to The Ann House at end of occupancy in as good condition as when received, reasonable wear and tear excepted. By execution of this agreement, tenant accepts all items listed in the schedule as being in good and serviceable condition. Chipped, cracked, or burned dishes and pots will be considered as breakage. Tenant has 12 hours after occupancy begins to notify The Ann House in writing of any discrepancy or missing items from Schedule A.
- 12) **Guest Responsibility.** The Ann House including garage, yard, decks, and steamer/sauna are available for tenant use at occupant's own risk and occupant understands the personal risk of using these facilities and agrees to hold owner free from liability in respect to any injury during this occupancy. The Ann House is not responsible for loss or damage of any personal property of the guest and a safe has been provided for use to secure valuable during the stay. This house has not been made child safe and the safety of children and all occupants is solely the responsibility of the guest I agree to this clause _____ (initials)
- 13) **Entry of Premises.** Owner has the right to enter the house at all reasonable hours for inspection, to perform routine maintenance on hot tub and make other repairs, and whenever necessary. Owner will allow access for any independent contractors providing services to the occupant or to the owner such as cleaning services.
- 14) **Additional services.** Other businesses will provide services to the tenant that can be purchased such as maid service, personal chef services, piano lessons, massage therapy, etc. Some business services may prearrange with The Ann House that their services may be charged to your credit card and payment will be rendered to the appropriate contractor as a courtesy to the occupant. The Ann House assumes no liability or responsibility for these independent contractors.
- 15) **Animals.** Tenant shall keep no domestic or other animals in or about the house without prior written consent of The Ann House. Discussing pets during the inquiry process by phone does not constitute an agreement. Acceptance of pets will be on an individual basis and we reserve the right to refuse to allow pets completely at any time. When approved, a \$75 pet fee will apply per visit. Any actual expense required to repair, clean, or replace any part of The Ann House due to occupancy by a pet will be the complete responsibility of the guest whether they advised the management of the pet or not. These will apply over and above the pet fee if something is damaged.
_____ (initials)
- 16) **Cleanliness of residence.** If the house is not kept in a clean and reasonably neat manner and habitable condition, a cleaning service will be provided at occupant's expense to provide upkeep of the property. This charge will be added to the weekly rental at the current applicable rate and/or may be retained from the security deposit. This is a No Smoking residence. Any expense incurred to clean, shampoo, repair, and repaint The Ann House after anyone smokes within during a guest's stay will be charged in full to the tenant.
- 17) **Repairs and Alterations.** The Ann House shall be responsible for repairs to the interior and exterior of the house as well as household fixtures, furnishings, and appliances, however, repairs required through damage caused by the tenant shall be charged to tenant as additional rent. It is agreed that tenant shall not make or permit to be made any alterations, additions, improvements, or changes in the premises without in each case first obtaining written consent of The Ann House.
- 18) **Use of Residence.** Occupant agrees that no unlawful or immoral activity will be performed at the address during the occupants stay. This activity is grounds for immediate removal from premises without prior notice by owner and without refund of any moneys paid to the Ann House. Tenant agrees that premises will be used as a temporary residence only for the agreed occupant(s) and in no part shall be assigned or sublet without written approval of The Ann House.

I have read, understand, and agree to all 18 of the above items and consider this a legally binding agreement and authorize charges to be made in accordance with this agreement on my credit card or have made payment in other acceptable manner.

Tenant _____ date _____

_____ date _____

Jeanne Harris, The Ann House

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www.theannhouse.com