

## **Rental Policies:**

**Rental Units:** All rental units are individually owned and furnished by the owners. All units provide linens and bath towels. The kitchens have everything you should need for cooking (pots, dishes, coffee makers, etc.). Dish soap, cleaning products, trash bags and paper products are not provided for kitchens or baths.

**Grills:** All houses have either a charcoal or gas grill for your use. If the gas tank runs out or is empty when you arrive, Circle K on US 1 is the closest place to exchange the tank. Charcoal is not provided and gas is not paid for by the office or the property owner. Guests are responsible for leaving the grills clean after use.

**Initial Deposit and Security Authorization:** All units require an initial deposit of \$500 by MC or Visa. We will keep your credit card information on file in case of any intentional damage, extra cleaning or inventory replacement.

**Damage Protection Plan:** As a part of your stay, you may purchase a Vacation Rental Damage Protection plan designed to cover unintentional damages to the rental unit interior that occur during your stay provided they are disclosed to management prior to check-out. If purchased, the policy will pay a maximum benefit of \$3000. Any damages that exceed \$3000 or are not covered under the plan will be charged to the credit card on file. If, during your stay at one of our rental properties, an insured person causes any damage to real or personal property of the unit as result of inadvertent acts or omissions, the Insurer will reimburse the Insured for the cost of repair or replacement of such property up to a maximum benefit of \$3000. Certain terms and conditions apply. Full details of the Vacation Rental Damage coverage are contained in the Description of Coverage or Insurance Policy

[www.vacationrentalinsurance.com/g20vrd](http://www.vacationrentalinsurance.com/g20vrd) The Vacation Rental Damage plan can be purchased up to, and including at, check-in. By submitting payment for this plan, you authorize and request CSA Travel Protection and Insurance Services to pay directly Key Colony Beach Realty, Inc. any amount payable under the terms and conditions of the Vacation Rental Damage. Please contact Key Colony Beach Realty, Inc directly if you do not wish to participate in this assignment. If you do not wish to purchase the Vacation Rental Damage Protection, a \$1000 damage deposit will be required upon check-in.

**Travel Insurance:** We value our guests and we want to do everything possible to make your trip enjoyable and worry free. Because the unforeseen and unexpected can occur before you leave or when you're away from home we recommend CSA's Vacation Rental Insurance Plan. For more information <http://www.csatravelprotection.com/certpolicy.do?product=G-330CSA>

**Final Payment:** The balance of the rental payment must be received 60 days prior to your arrival date. Payment can be made by personal check, cashier's check, MC or Visa. No refunds will be made after the 60 day period. We strongly recommend you purchase travel insurance.

**Cancellations:** All cancellations must be in writing and received more than 60 days prior to arrival in order to receive any refund of rents or deposits that may have been paid.

**Charges:** In addition to the rental rate there is a cleaning fee (set for each unit), a \$35 processing fee, and 12.5% sales tax. An additional \$200 per week is charged for all units for mini-dive week, opening weeks of Lobster Season, Christmas and New Years.

**Monthly Rates:** All monthly rates are based on two month or longer stays. Any stays for less than two months will be calculated using the weekly rate.

**Occupancy:** Each unit has an occupancy that is set by the square footage. This is the maximum number of people allowed in the unit. This number includes adults and children of any age and is strictly adhered to. Anyone found having more people staying in the unit than they are registered for will be asked to leave and all monies will be forfeited.

**Minimum Stays:** Our City has a 7 night minimum and we run our weeks Saturday to Saturday.

Units are to be left in picked up condition (i.e. trash put out in trash cans outside, no dirty dishes, no excessive laundry). Any additional cleaning or laundry will be billed at \$20 per hour and charged to the credit card on file.

**Discount Period:** Most of our properties offer a 25% discount from the end of August to Mid December. Please check with us for current year's exact dates. The entire week must fall in the discount period in order to receive the reduction.

**Smoking:** All of our units are non-smoking. Smoking in the unit will result in extra cleaning and possible carpet/furniture cleaning being charged to the credit card on file.

**Pets Allowed:** Pets are only allowed in pet friendly units and only with the approval of the rental office. Please let us know at the time of booking if you intend to bring a pet. There is an \$100 non-refundable pet fee per unit unless a different pet fee is set by the individual owner.

**Hurricane Season** runs from June 1st to November 1st. In the event that a non-resident evacuation order is put in effect by Monroe County you would be required to vacate the unit. We do not refund due to a hurricane evacuation. Travel insurance is strongly recommended.

**Parking/Dockage:** Each unit has its own parking and dock space. It is up to the tenant to be sure the unit they have selected will have enough dock space for their boat, enough room in the yard to park a trailer 25 ft. from the center line of the street, and that the vehicles they intend to bring will fit at the unit. No more than one boat trailer is allowed at any unit.

**Hold Harmless & Indemnification:** The guest shall defend, indemnify, and hold harmless the owner, owner agents, and their employee's upon demand for any and all claims, suits, action, or liabilities, including but not limited to attorney's fees and costs for injury or death of any person, or loss or damage to property which arise out of Lessee's, Lessee's family and Lessee's guests use of the premises. Including, but in no way limited to claims arising for the use of pools, spas, and dock space.

**Swimming Pool/Canal Safety:** Guest acknowledges and specifically understands that drowning is the leading cause of death of young children in Florida and is also a significant cause of death for medically frail elderly persons. Constant adult supervision is a must. The pool safety features are designed to deny, delay or detect unsupervised entry to a pool/spa. Please do not prop open gates or turn off alarms. Report any missing or broken alarms to office immediately.

**Please sign and return this form in order to make a reservation with our company.**

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**Signed**

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**Date**