

# SEATTLE FURNISHED SUITES RESERVATION FORM

<b>Name:</b>		<b>Total Occupants:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Telephone:</b>		<b>E-mail:</b>
<b>Rental Property Address:</b>		
<b>Deposit Held:</b>		<b>Monthly Rent:</b>
<b>Arrival Date:</b>		<b>Departure Date:</b>

**Policies and Procedures**

- Your reservation will be held for you only after we receive your deposit.
- It may be necessary to substitute one suite for another if changes occur we cannot control.
- Monthly rate is based on 2 occupants for 1 bedroom unit or 3 occupants for 2 bedroom units. Additional charges apply for more than 3 occupants.
- We charge a \$100 cleaning fee for a small 1 bedroom unit, \$150 for a larger 1 or 2 bedroom unit, and \$200 for a 3 (or more) bedroom unit. If suite requires extra cleaning, we may add additional charges.
- If we receive your rent more than 5 days after your arrival, it will be subject to a \$25 per day late charge. Additionally, we charge a \$35 fee for NSF checks.
- We require a three week notice before your departure. Similarly, if you wish to extend your stay, we kindly ask that you give us as much advanced notice as possible, so that we can accommodate your needs.
- Checking in or out **must** be arranged through Dale Hicklin at 206-949-1728. A failure to setup a pre-checkout appointment disrupts the schedule of our incoming clients, as well as our own. Consequently, the costs of such a disruption will be passed on to you.
- We issue you keys for a deadbolt, a knob lock, and a mailbox. Please be careful to not lock yourself out. If you do, however, we provide a lockout service for a nominal fee during normal business hours; and if you are locked out after normal business hours, please contact Accurate Lock at 206-284-0151.
- We provide you with electricity and water for a reasonable amount of usage. Excessive usage will be charged to you.
- We provide you with wired (and in some suites wireless) high-speed internet. We explicitly forbid software piracy and all forms of copyright infringement. (Your wireless password will be given to you upon arrival.)
- We provide you with expanded cable television (over 70 channels).
- Depending on the suite, we offer parking at the building or on the street.
- We **do not** permit smoking in any of our suites. Generally we do not permit pets either, but if you have extenuating circumstances, then we may make an exception. Failure to comply with this policy will forfeit your deposit.

*Enjoy your stay at Seattle Furnished Suites! Please call us if we can do anything to further assist you or make your stay more comfortable.*

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**GUEST SIGNATURE**

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**DALE HICKLIN**

2640 23rd Avenue West · Seattle, WA 98199

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**DATE SENT**

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**DATE RECEIVED**

E-mail: dalebroker@comcast.net

(To be completed by client)

(To be completed by Dale)

Cell: 206-949-1728 · Fax: 206-285-9502