

HOLIDAY/SHORT TERM ACCOMMODATION

'Application Form'

** BLUE OR BLACK PEN ONLY, PLEASE PRINT CLEARLY IN BLOCK LETTERS **

Check-in Date: _____ Check-out Date: _____

Property Address (1st Choice): _____

Property Address (2nd Choice): _____

Total No. of Guests: Adults: _____ Children: _____

Ages: _____

APPLICANTS DETAILS

Phone (hm): _____ (Wk): _____ (mob): _____

Email: _____

Full Name: _____

Present Address: _____ P/CODE: _____

Date of Birth: ____/____/____ Drivers License Number: _____ State: _____

PLEASE ATTACH A CLEAR PHOTOCOPY OF DRIVERS LICENCE WITH PHOTO

Registrations of cars to be at property _____

Occupation: _____

Employer: _____

Next of Kin / Emergency Contact

Name: _____

Contact Number: _____

BOND DUE: \$500.00 / \$1000.00 RENT DUE: _____

I(the guest) confirm that I am 18 years of age or over and hereby acknowledge that I have read and accept the "Booking Terms & Conditions" and their ramifications, as listed and on the following pages.

Signature:

Office Use Only

App Rec By _____ DATE: ____/____/____ Book System Code: _____

OWNER APPROVAL: Y / N Enter REST: Y / N

Confirmation to Tenant: ____/____/____ Confirmation to Owner: ____/____/____

LINEN HIRE Y / N Date Ordered : _____ Delivery Date : _____

BOOKING TERMS & CONDITIONS

(EFFECTIVE 1st July 2005)

As you are aware, we are responsible for the management of the property on behalf of the owner, and although we are aiming to offer quality accommodation, the property is furnished and maintained to the owner's standard. An opportunity is given for you to view the allocated property well in advance of your booking date. In order to avoid any embarrassment, the following conditions of tenancy must be observed. If any of the conditions are not strictly adhered to, the tenant may forfeit the bond money.

DESCRIPTION

The guest accepts that the Booking Agent has described the property to the best of their ability within the limited extent of the communications between the guest and Booking Agent. Should the guest consider the property unsuitable in any way the Booking Agent shall not be held liable and will not accept responsibility for any alterations to the property beyond their control. All information contained in the Booking Agents brochure is believed to be correct at the time of printing but is subject to change without notice.

APPLICATION

BOOKING FEE: \$25.00 booking fee is charged for each application processed. Please Fax the application form to 08 9581 3127 or send it to P O Box 427 Mandurah WA 6210. Once we receive the application form and acceptance has been obtained by the owner, we will send a letter of confirmation advising of bond and rental amount due with the payment dates.

Please be aware that your booking will not be processed until we receive the application form.

Over Christmas & New Year we have a minimum of 7 nights

Easter break there is a minimum of 4 nights,

All public holidays have a minimum of 3 nights.

All dates outside these time periods have a minimum of 2 nights, however some properties have a minimum of 3 nights or more which will be stipulated on the website.

Peak Season: December, January, February, Spring, Autumn and Summer School Holidays and all Public Holidays

Off Peak Season: all dates outside peak season & July School Holidays.

STRICTLY NO CHECK INS OR CHECK OUTS ON GOOD FRIDAY, CHRISTMAS DAY OR NEW YEARS DAY!

DEPOSIT

The bond is a deposit which is set by the Agent on our website or the reservation form. The bond needs to be paid immediately once your application has been accepted. Bond inspections will be carried out and your bond cheque will be returned to you within 7 - 14 working days of you departing the premises. Please note no cash cheques will be given and we do not refund bond money to credit cards. Please be aware that a \$15.50 bank fee may be applied to any cheques that need to be reissued for the tenant.

PAYMENT

Can be made either by cheque, direct deposit into our bank account, or by credit card. **Credit Cards incur a fee of 2%** please be aware that we can not process international credit cards. Payment of rent is due 30 days prior booking which will be stipulated on confirmation letter.

NATIONAL AUSTRALIA BANK
BASSETT SCARFE REALTY TRUST ACCOUNT
BSB: 086 805
ACC NO# 6872 17520
REFERENCE: PROPERTY/SURNAME

CANCELLATION

If the booking is cancelled by yourself in writing with thirty (30) prior to the date of check-in, all monies paid will be refunded back to you. If you cancel your booking without providing thirty (30) days notice prior to the date of check-in, the owner of the property reserves the right to claim the total amount paid by you, as a cancellation fee. If no rent monies are received, you will be invoiced and asked to forward payment for outstanding rent regardless of cancellation, unless we can re-let the property to the full extent of the rental term cancelled.

ARRIVAL & DEPARTURE TIMES

Tenancies commence no earlier than 2.00pm on the day of arrival, if unable to make it to the office before 5pm there will be an after hours charge of \$45.00. Departure shall be on or before 10.00am on the departure date, if office is unattended you may leave the keys in the lock box situated at the upstairs rear of the office. Any variation must be noted in writing by the property manager on your reservation and confirmation sheet.

Please be aware that once money is paid and the period is booked money will not be refunded for earlier departure. Please be aware that if keys are not returned to our office a nightly rate will apply, if keys are lost or not handed back, the locks will need to be replaced at your cost.

KEY COLLECTION

Keys can be collected from head office, 6 Mandurah Terrace Mandurah after 2.00pm and before 5.00pm on the arrival date. Keys are to be returned to head office no later than the departure time noted on your confirmation form. If checking in on a public holiday the key collection time will be strictly between 2pm – 3pm.

NUMBER OF HOUSE GUESTS ALLOWED & PETS & SMOKING

UNDER NO CIRCUMSTANCES MAY THE NUMBER OF HOUSE GUESTS AT THE PROPERTY EXCEED THE NUMBER WHICH IS STIPULATED ON THE RESERVATION FORM. Nor should any pets or smoking be permitted in any of the properties should these conditions be disregarded, the bond will automatically be forfeited and accommodation will be terminated immediately. The guest is liable for all and any costs incurred to restore the condition of the property.

PROPERTY MAY BE SUBJECT TO SALE

If the property is listed for sale, Bassett-Scarfe Realty reserves the right to enable the owner of the property or his agent to conduct inspections with prospective purchasers at the property at a time mutually convenient to all parties. If the property is sold prior to your tenancy, you will be advised immediately and all monies paid by you will be refunded. This office shall accept no liability or responsibility if the property is sold prior to cancellations of the tenancy.

Notwithstanding the above paragraph, should the property be sold prior to the commencement of the tenancy, this office will attempt to provide an alternative and suitable property for you.

GUEST RESPONSIBILITIES

Please be aware that dishwashing liquid, toilet rolls etc must be provided by the guest. The guests are responsible to take all reasonable care of the property during the stay. On departure the property must be left in a clean and tidy state. All equipment, fixtures and fittings will remain on or in the property. If any breakages or damages occur, please advise Bassett-Scarfe Realty as soon as practical. Any breakages and damages caused during the guest's occupation will be charged to the guest at the repair or replacement value. Please ensure that all fridges are cleaned and all food is removed. Please comply with any special requests made by the owner or Bassett-Scarfe Realty with respect to rubbish removal or any other request list, which may have been left at the property for you.

Please ensure no belongings are left behind, if Bassett Scarfe have to retrieve your belongings we will charge a fee of \$33.00, you can either collect the items from our office within a time period of 7 days or have the items posted to you however you will be charged for postage. If the property is not left in a reasonable state of cleanliness (which will be at the absolute discretion of the property manger) then Bassett-Scarfe Realty may apply any bond monies held, to assist in the cost of any cleaning to the property.

PUBLIC NUISANCE AND DISTURBANCE

Guests are not permitted to do anything on the premises or permit someone else entering the premises with their permission to do anything on them that causes a nuisance (eg a noise that disturbs the neighbours). Complaints by neighbours will be acted on and may result in termination of the booking with forfeiture of full rent and bond.

MAINTENANCE AND EMERGENCY CONTACTS

Guests are required to make every effort to contact the representatives from Bassett-Scarfe Realty with any maintenance or emergency issues. In EMERGENCY SITUATIONS ONLY, if the guest has made all reasonable efforts to contact the representatives of Bassett-Scarfe Realty, they may contact the applicable contractor from the list provided by Bassett-Scarfe Realty. Guests need to be aware that should the contractor find that the guest was at fault then the guest will be liable for all costs incurred.

COMPLICATIONS WITH BOOKINGS

If for any reason a complication with your booking is to arise (eg: the property being double booked, the owner using the property etc.) Please be aware that Bassett-Scarfe Realty's representative/s will make every attempt to find you alternate accommodation. If for any reason alternate accommodation cannot be found, and all reasonable attempts have failed to secure an alternate property managed by Bassett-Scarfe Realty, please be aware that Bassett-Scarfe Realty will not be held responsible for providing accommodation outside the boundaries of our rent roll.

STRICTLY NO SMOKING IN THE PREMISES. LINEN IS NOT PROVIDED AT THE PROPERTY SO PLEASE DO NOT FORGET TO BRING YOUR OWN LINEN, SUCH AS SHEETS, PILLOWCASES AND TOWELS.

WE CAN PROVIDE HIRE LINEN AT YOUR COST, PLEASE ADVISE BASSETT SCARFE REALTY IF YOU WISH TO USE THIS FACILITY.

ACKNOWLEDGEMENT

I (the guest) confirm that I am 18 years of age or over and hereby acknowledge that I have read and accept the aforementioned "Booking Terms & Conditions" and their ramifications, as listed above and on the previous pages.

Signature:

Date: