

# Kay's Cabin Rentals, LLC Rules, Check-In & Check Out Instructions

[www.KaysCabins.com](http://www.KaysCabins.com)

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## Emergencies

Should an emergency occur during your stay at Kay's Cabin Rentals, LLC – *Eagles Ridge* that requires immediate action, other than an injury or theft, a responsible employee can be reached through our toll free line Monday-Sunday 9:00 - 5:00 at 1-800-590-8403.

## Reservation Instructions

1. Deposit Requirements: 20% of total rental

Kay's Cabin Rentals – *Eagles Ridge* requires a \$200 security deposit. It will be refunded in full within one week after your stay if there is no damage to the property or policy violation. Any damage in excess of the security deposit will be billed to the person booking the stay.

Last-minute bookings may be available, but the full rent and the security deposit will be due at the time of booking. The refund policies are the same as for regular bookings.

At least one person 25 years of age or older must stay overnight in the cabin each day of the rental period.

2. Payment of Balance: If you pay the remainder of the balance of your rental on a credit card, please sign and return the enclosed credit card authorization form with the correct information, dates, and your signature

This must be completed PRIOR TO CHECK IN.

1. Liability Waiver & Rental Rules Acknowledgement -  
Please sign and fax to (706) 225-8868
2. Directions & Key to the cabin. All directions will be sent to you via email or fax approximately one week prior to your stay.
3. Cancellations: All rental fees will be returned if reservation is cancelled prior to 30 days of arrival date to get a full refund. Any cancellation of less than 30 days will result in forfeiture of your deposit paid unless we are able to re-rent the cabin. Cancellations of 7 days or less are non-refundable.

**All cancellations are subject to a \$40 processing fee.**

**Please initial each page, confirming your understanding of our policies \_\_\_\_\_**

## CHECK OUT

Checkout time is 11am unless an extension has been obtained from Kay's Cabin Rentals, LLC Office. **Charges for non-compliance with rental rules will be billed to your credit card.** All credit card charges will appear as "Kay's Cabin Rentals, LLC."

When you check out, the following must be done:

1. Secure all doors and windows. When opening up the windows, please make sure that you move the blinds or window treatments out of the way.
2. Bag all trash and place it in the trash cans provided outside the cabin. If there is a screened-in porch, please make sure to move the trashcan to the open deck.
3. **Load and run the dishwasher.** Failure to do so will result in an additional \$10 charge.
4. Turn off all lights, fans and grill. Please turn the air conditioner up to 80. During winter months please make sure the heat is left on 55.
5. **Make sure fire in the fireplace is out and the safety screens are closed.**
6. Place all used sheets in the laundry basket provided, or pile them up next to each individual bed.
7. Return **all keys to the lockbox on the front door of the cabin.** If keys are not returned, you will be charged \$150 to re-key the cabin.

*Accidents, Injuries. Should an accident or injury occur during your stay, the emergency telephone number is 911. The non-emergency number of the Fannin County Sheriff's Dept. is 706/632-2044; Fannin County Fire Department 706/374-3494*

### **Firearms, Firecrackers, Fireworks and Other Explosives**

**No firearms, firecrackers, fireworks or explosives of any kind are allowed to be discharged in or outside the cabins.** Repairs to a cabin or grounds caused by the use of any of these items will be billed to the renter occupying the cabin at the time the damage occurred.

### **Other Miscellaneous Information**

**No dirt bikes, all-terrain vehicles, firearms, or firecrackers are permitted on the property.**

**Of course, no illegal drugs or other illegal activities are permitted on the property.**

**Please initial each page, confirming your understanding of our policies \_\_\_\_\_**

**NO PETS ALLOWED**

**NO SMOKING IN THE CABIN.**

Eagles Ridge is a non-smoking cabin, *any* evidence of smoking in the cabin will result in the forfeiture of your entire deposit.

Thank you! For choosing Kay's Cabin Rentals. We hope you had a wonderful stay with us...

*Please remember to respect everyone around you...*

**Please initial each page, confirming your understanding of our policies \_\_\_\_\_**

**“Kay’s Cabin Rentals, LLC.” - Credit Card Authorization  
EAGLES RIDGE**

**Portion #1 Reservation** All rental customers must sign Portion #1 regarding prior reservation payment.

The undersigned hereby authorized “Kay’s Cabin Rentals, LLC.” to bill charges relating to the rental of a cabin in the amount of: RATES: 1-6 people \$125 per night plus \$85 cleaning fee and 12% tax. Rent 3 nights and get the 4<sup>th</sup> night at 50% off. Weekly rate is \$700 + cleaning + tax.

\$ \_\_\_\_\_ Cabin Rental Fee (nightly rate X # of nights plus any pet fees)  
+ \$ 85 .00 Cleaning Fee  
+ \$ \_\_\_\_\_ Tax (12% of cabin rental fee and cleaning fee combined)  
  
+ \$ 200.00 Security Deposit (\$200.00)  
(will be refunded in the form of a credit to your credit card within one week after your stay)  
  
= \$ \_\_\_\_\_ **TOTAL COST** # of Guests \_\_\_\_\_

\$200.00 Security Deposit. It will be refunded in full within one week after your stay or cancellation, if there is no damage to the property or policy violation. Any damage in excess of the security deposit will be billed to the credit card of the person booking the stay.

20% Deposit: \$ \_\_\_\_\_ (due with contract - 20% of TOTAL COST listed above )

80% Balance: \$ \_\_\_\_\_ (to be charged to your credit card one week prior to your stay).

This is based on \_\_\_\_\_ nights rental from \_\_\_\_\_ to \_\_\_\_\_ (Checking out at 11 am).  
Please sign authorization information below acknowledging this charge on your credit card which will be credited toward your balance.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/201\_\_\_\_

Email address (for sending directions and key info only): \_\_\_\_\_

**Portion #2 Payment**

Credit Card. To charge the cabin rental to your credit card, please sign and fill out the below information. By doing this you are authorizing “Kay’s Cabin Rentals, LLC.” to bill your credit card for the balance of the rental. Please fax it back to (706) 225-8868

The undersigned hereby authorizes “Kays Cabin Rentals, LLC.” to bill charges relating to the rental of a cabin from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ to the following credit card. My signature below signifies that I agree with the terms and conditions of the contract.

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_  
Expiration: \_\_\_\_\_  
CVV Code: \_\_\_\_\_ (3 digit for MC or VISA - 4 digit for American Express)

Print name of the Cardholder as it appears on the credit card:  
\_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please write clearly \*\* This form must be signed and received. prior to check in.**

**Please fax form to (706) 225-8868**

**EAGLES RIDGE WAIVER**

The undersigned (Print name):

\_\_\_\_\_

hereby agree(s) to hold John and Linda Sanguinett, the cabin owner(s) and “Kay’s Cabin Rentals, LLC.” the cabin rental company harmless against any and all claims, damages or causes of action for damages arising from injury to persons or property, or loss of life sustained in or about the cabin and improvements thereon, or in or on the walkways, porches, decks, patios, stairways or streets in front of or appurtenant thereto by any person or persons whatsoever.

The undersigned further agree(s) that John and Linda Sanguinett the cabin owner(s) and “Kay’s Cabin Rentals, LLC.” the cabin rental company shall not be liable for any personal injuries or damages to any goods, wares or property regardless of how such injuries or damages may be caused, or whether resulting from acts of negligence or by actions of occupants of adjacent properties or from the action of the elements.

The undersigned is/are aware that charges for damages to the cabin or property during the period of the rental will be added to the charge for rental of the cabin, and a detailed statement of any such charges will be mailed to the renter(s).

The undersigned warrants that he/she/they have received, read and understand the Rental Rules.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

I certify that I have read, agree to, and hereby will abide by all Rental Rules, Check-In, & Check-Out Instructions.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**THIS MUST BE SIGNED AND RETURN FAX TO (706) 225-8868**