

CONFIRMATION OF RESERVATION

Transient Occupancies

NOTE: This form is used by a vacation rental operator when agreeing to a guest's occupancy of a vacation property, hotel, motel, inn, boarding house, lodging house, tourist home or similar transient accommodations for a period of 30 days or less, to provide confirmation of a guest's reservation.

DATE: _____, 20_____, at _____, California.

FROM: _____

TO: Name _____

Address _____

City _____ State _____ Zip _____

Reservation # _____

Lodging Address _____, City of _____, California, Zip _____.

Thank you for reserving lodging with us for your stay in our area.

1. Your payment for the period of your lodging has been received. Our booking agent who took your lodging order on _____, 20_____, is _____.

2. Your lodging at the above address is for the following period:
Check-in date and time _____, 20_____, at _____ a.m., p.m.
Check-out date and time _____, 20_____, at _____ a.m., p.m.

3. The charges for the lodging you have reserved include:

3.1 Lodging at the nightly rate of \$ _____ for _____ nights \$ _____
3.2 Local transient occupancy tax \$ _____
3.3 Travel insurance premium \$ _____
3.4 Booking fee incurred on _____, 20_____ \$ _____
3.5 Housekeeping charges \$ _____
3.6 Hot tub cleaning charges \$ _____
3.7 TOTAL CHARGES (lines 3.1 through 3.6) \$ _____
3.8 Payment by _____, on _____, 20_____ (-)\$ _____
3.9 BALANCE DUE (line 3.7 less line 3.8) \$ _____

4. A credit card security deposit voucher is required and will be processed on your arrival. The voucher will be held until the phone billing covering the period of your lodging has been received, which could be up to five weeks after your departure.

5. The lodging under this reservation is limited to _____ individuals, no pets, and no group activities such as parties, weddings or other gatherings.

6. In the unlikely event events interfere with the availability of this lodging, you may be lodged in a comparable property or receive a full refund, at the discretion of Manager.

7. **Notice:** No refunds of any amounts paid for this reservation are made due to cancellation or "no show" for any reason, since the property has been by necessity removed from the market for the period of your reservation and is no longer available for an advance booking by others.

8. **Travel Insurance:** If you did not elect to purchase travel insurance to cover the cost of this lodging should you fail to check-in due to the weather or road conditions and are now interested in this coverage, please call us immediately to review this option.

9. I hereby authorize Manager to charge my credit card the amount of \$ _____ for this lodging. My credit card information is

Name on the card _____

Credit card number ____ / ____ / ____ / ____ Exp _____. Type of card VS, MC, AE.

10. Credit Card Holder:

Signature: _____ Date: _____

Name (print): _____ Phone: _____

Billing address: _____ Fax: _____

City/State/Zip: _____ Email: _____

Driver's license #: _____ State of license: _____

11. Please complete and sign this form and either fax it to our office at fax number _____, or email it to _____.