

# Ray White®



## HOLIDAY BOOKING FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_

CAR REGO: \_\_\_\_\_

D/LICENCE NO: \_\_\_\_\_

STATE : \_\_\_\_\_ EXPIRY: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOLIDAY PROPERTY/UNIT: \_\_\_\_\_

ARRIVAL DATE (12PM): \_\_\_\_\_ DEPARTURE DATE (10AM): \_\_\_\_\_

RENT PER WEEK: \_\_\_\_\_ TOTAL: \_\_\_\_\_

DEPOSIT (25%): \_\_\_\_\_

NO OF PERSONS

ADULT: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

CREDIT CARD NUMBER : \_\_\_\_\_ EXPIRY DATE: \_\_\_\_ / \_\_\_\_

(please note surcharge of 2.5% will be added to credit card booking deposit)

NAME ON CARD: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

HIRING LINEN:  NO  YES (if yes, please complete order form at bottom of form)

### TERMS AND CONDITIONS

1. A Booking is not confirmed until both the deposit and the signed registration form are returned to our office.
2. If this property is sold and is not retained on holiday rental by our agency, the booking can be cancelled or transferred within 31 days prior to arrival date.
3. If payment is made by cheque, the receipt is issued subject to clearance of the cheque. There may be a fee for dishonoured or unrepresented cheques.
4. The number of occupants is restricted to the number stated by the guest on the registration form above and the number of allowed persons stated in each property description. Failure to comply with this condition will render the tenancy subject to immediate cancellation and forfeiture of all rental monies paid.

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5. The guest shall be liable for any loss or damage caused by the guest to the property and the guest agrees to pay for any damage, breakages or cleaning of the premises.
1. No responsibility whatsoever is taken by the Agent/Owner for the property of the Guest on or near the premises.
2. The guest must use the designated parking bay/accommodation only for parking. Visitors cars are not permitted on the premises unless parking is provided for visitors.
3. Tenancy commences at 12.00pm (off season), 2.00pm (peak season) on the date of entry and expires at 10.00am on the date of departure. (NO LATE CHECKOUTS ALLOWED DURING PEAK SEASON)
4. Keys should be collected during office hours only, unless otherwise arranged with our Agency.
5. Where applicable the guest shall comply with all Body Corporate rules and regulations and shall not create or permit any noise disturbance or nuisance which is likely to interfere with the peaceful enjoyment of any other person occupying adjoining premises.
6. No animals shall be kept on the premises
7. Linen is not provided. We can arrange hiring of your linen requirements at our office at a nominal fee (prices below). Please complete the order form below if you would like to hire linen
8. The deposit is accepted on the basis that the rental quoted may be increased, or the booking may be cancelled provided at least three (3) months notice of such increase or cancellation is given to the person holding the booking prior to the arrival date. Upon receipt of written notice within 14 days that the increased rent is not acceptable, a full refund of the deposit will be made. If a cancellation is made the deposit will not be refunded until the property is booked again for the full period of time. In the event the deposit will be refunded less 12% cancellation fee.
9. This booking is made in good faith but the Agent cannot be held responsible for any actions taken by the owner of the premises.
10. In the case of telephone or postal bookings the description of the premises supplied by the agent is made in good faith but without acceptance of any responsibility whatsoever for any misdescription. In the event that the property is found unsuitable upon arrival, the same terms apply as per cancellation whereby the funds paid will only be refunded when the property is re booked for the nominated period.
11. No liability is accepted for any injury, debt, damage, loss, delay, expense or inconvenience caused directly or indirectly by the events beyond the agent or owner's control, or which are not caused by neglect or default by the agent or owner.
12. Full payment of accommodation is required on the day tenancy commences before the guests enters the property.
13. After a four (4) week booking, we are permitted to enter the premises for an inspection. The guest is responsible for cleaning the premises at vacate and may be charged if, in the opinion of the Agent extra cleaning is considered necessary.
14. You are required to leave the premises NEAT and TIDY and all garbage is to be placed in the bin provided.

I hereby confirm that the above named persons are the only people to occupy the property for the period and undertake to be bound by the terms and conditions for letting stated above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to: Ray White Yeppoon, 2/10 James Street, YEPPOON QLD 4703  
Phone: 0749 395 088 Fax: 0749 395 090, Email: [yeppoon.qld@raywhite.com](mailto:yeppoon.qld@raywhite.com)

## LINEN ORDER FORM

Queen Sheets (\$1.50 each) _____	Bath Towels (\$1.00 each) _____
Single Sheets (\$1.50 each) _____	Bath Mats (75c each) _____
Pillow Slips (85c each) _____	Face Washer (50c each) _____
Tea Towels (75c each) _____	Hand Towels (75c each) _____

*Linen can be paid for on arrival to collect keys for your Holiday Rental.*

- ❖ Note: A few days notice is required for us to arrange for the linen to be delivered to our office.
- ❖ Note: Linen prices may alter if increased by the company.