

## Rental Agreement Checklist

### Booking Information

- Property Address
- Phone Number at Vacation Home
- # of Guests Booked
- Guests Name(s)
- Check-In Time, Date & Day of Week
- Checkout Time, Date & Day of Week
- Rate Change Provisions

### Payment Instructions

- Security Deposit Amount
- Total Bill
- Cleaning Fee
- Tax Rate
- Payment Schedule Including Dates
- Balance Due Date
- Payment Methods Accepted
- Address to Mail Checks
- Returned Check Fee
- Instructions for Paying by CC
- Cancellation Policy

### Credit Card Authorization

- Name on Card
- Billing Address
- Credit Card Number
- Type of Card
- Expiration Date
- Reiterate Cancellation/Refund Policy
- Signature with Date

### Rental Rules

- Smoking Policy
- Pet Policy
- Rental Restrictions (Age, Noise, etc.)
- Maximum Occupancy
- Minimum Stays

**Post-Stay Information**

- Housekeeping Procedure
- Checkout Policy (Keys, Cleaning, etc.)
- Penalty for Late Checkout
- Deposit Refund Policy (incl. deadline)

**Other**

- Written Exceptions Clause (if renter wishes to alter anything outlined in rental agreement)
- Parking Information
- Inclement Weather Policy
- Use of/Access to Community Amenities
- Homeowner or Property Manager Contact Info