

SHORT-TERM RENTAL RESERVATION FORM

BOOKING DETAILS

Last name:	_____	First Name:	_____
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth:	mm / dd / yy	Nationality:	_____
Check-in Date:	mm / dd / yy	Check-Out Date:	mm / dd / yy
Check-in Time:	_____	Check-Out Time:	_____
Purpose of Stay:	_____		

GUEST DETAILS

ID Type:	_____	ID No.:	_____
Date of Issue:	mm / dd / yy	Expire Date:	mm / dd / yy
Address:	_____		
Country:	_____	City/State:	_____
Zip/Postal code:	_____	Email:	_____
Telephone:	_____	Number Of persons:	_____

PROPERTY SELECTION

GERALD LALOR FLATS GEORGE ALLEYNE HALL:

FACILITIES

Deluxe Suite:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>NB: Only for Gerald Lalor Flats</i>		
Occupancy Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double
Facilities:	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Linen, Towels & Housekeeping

NB: All rooms on Gerald Lalor Flats are fully serviced with linen, towels, and housekeeping

FLIGHT DETAILS

Airline:	_____	Origin:	_____
Flight No.:	_____	E.T.A:	_____
Flight No.:	_____	E.T.D:	_____

TRANSPORTATION:

Pick up	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Of Persons:	_____
Drop off	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Of Persons:	_____

MEAL PLAN:

Breakfast # _____ Lunch # _____ Dinner # _____

Other Special Requests e.g., Special menu, etc.:

EMERGENCY/REFERENCE CONTACT INFORMATION

Name:	_____	Relationship:	_____
Address:	_____		_____
Country:	_____	City/State:	_____
Zip/Postal Code:	_____	Email:	_____
Telephone:	_____	Nationality:	_____

Check-in / Check-out Policy

- Check-in: 3:00 PM. Rooms required prior to 3:00 PM must be pre-booked.
- Check-out: 12:00 PM. All late check-outs are subject to an additional cost and must be arranged with the office.
- Full payment is required to guarantee your reservation.
- Full flight details are required to guarantee airport pick-up and return.
- A refundable security deposit of US\$100.00 must be paid prior to check-in by all guests staying two (2) weeks or more. This will be returned subject to no issues (i.e. damage/ missing items) requiring a charge.
- If the stay exceeds two (2) months, the security deposit will be equivalent to the first month's rent.
- Please note that processing of refundable charges may be completed during a two week to one month period, after your request.

Visitors

- Guests shall be charged a fee of US\$30.00 per night, per person for visitors staying overnight.

Remarks

- Payments are non-refundable if the cancellation of the reservation is made 48 hours or less before the scheduled arrival date.
- Guests staying beyond seven (7) days will be required to complete our 138SL Short-Term Rental Agreement
- Please send the **fully completed form for processing** along with a valid government-issued identification directly to the office via **E-mail:** to shorttermrental@138studentliving.com
- The completion and submission of this form, without payment, **does not** guarantee a room will be reserved on your behalf.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Payment Received: US/JM\$: Date: Method of Payment:

Move-Out Date Recorded: Yes Room Assigned: Invoice Number:

Name and Signature of Operator's Representative: