

# Short-Term Holiday Rental Agreement



Please fully complete all sections ① thru ⑥ (and read Section ⑦ on page 2):

① THIS AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between  
KEN or MARIE MACDONALD (hereinafter called the "OWNER") and  
\_\_\_\_\_ <your name here> \_\_\_\_\_ (hereinafter called the "RENTER").

② The RENTER shall rent the property indicated below with a checkmark (☑):

PROPERTY #1  
Vila Dona Ana "DA"

PROPERTY #2  
Vila Dona Ana "DA2"

PROPERTY #3  
Apartment at Vilabranca

③ The rental begins on the: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at 2:00pm,  
and ends on the: \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at 10:00am

④ Agreed Total Rental Amount (circle currency - £ / € / CAD / USD):  (Utilities - Weekly rates (Apr-Oct) include £10/€12 of electricity and £8/€10 of gas usage. Winter rentals (Nov-Mar) exclude utilities, charged at cost. Property Manager on site will advise of extra charges)	Security Deposit:	_____
	Total Due:	_____
	Amount Paid:	_____
	Amount Remaining:	_____

⑤ Number of guests is \_\_\_\_\_ as named below (provide ages for children):

Guest#1: \_\_\_\_\_ Guest#2: \_\_\_\_\_

Guest#3: \_\_\_\_\_ Guest#4: \_\_\_\_\_

Guest#5: \_\_\_\_\_ (5 guests on special permission only)

⑥  
R  
E  
N  
T  
E  
R

Passport Info: Name on Passport: \_\_\_\_\_  
Issuing country: \_\_\_\_\_ Passport#: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Mobile Phone#: \_\_\_\_\_  
Home Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Short-Term Holiday Rental Agreement



## 7 Rental Terms and Conditions

The RENTER agrees to the following terms and conditions:

1. **Contract:** Please print, complete, sign, scan and Email this Rental Agreement to the Email address provided by the OWNER.

**Payment:** Payment of the rental amount (as specified on Page 1) plus the security deposit should be made payable to KEN MACDONALD. Payment method and any necessary bank details will be confirmed during booking process. Payment options are: Internet/Online Banking Transfer (Preferred Method); Wire Transfer; UK Cheque (UK only); Interac Email payment (Canada only).

The OWNER must receive the contract and 50% of the full payment (non-refundable) in order to secure the reservation. Full payment must be received 8 weeks prior to the start of the rental period in order to finalize the reservation. Otherwise, the reservation will be cancelled.

Cancellations will result in the loss of payments made as they are non-refundable.

2. **Check-in/out:** Check-in is at 2:00 pm on your reservation start date. Check-out time is 10:00 am on your reservation end date. This allows time to properly clean apartment. Key Pickup arrangements are determined during the Booking Process.
3. **Occupants:** Strictly limit occupants to those listed on the booking form; maximum number of occupants is 4 unless special permission is granted by OWNER; no pets allowed; admission will be refused or terminated if this condition is not met.
4. **Security Deposit:** The OWNER will reduce the security deposit refund: if more than €10/€12 of electricity or €8/€10 of gas per week is used (Apr-Oct); for any gas and electricity charges incurred for winter rentals (Nov-Dec); if there are any breakages or damages to the apartment or contents; if any apartment contents are missing; if garbage is not removed; or if excessive cleanup is required. RENTER will report any breakages or damages to the MANAGER as soon as they occur so that they can be resolved for the next guest. The apartment and its contents must be left clean and tidy at the end of the rental period (e.g. dishes washed, all garbage removed). For hygiene reasons, a wet bed will result in the RENTER being charged for a new mattress. Electricity and gas is metered and will be verified before and after stay to determine any excess charges.
5. **Maid Service:** Maid Service is self-catering style. Bed linen and towels are changed weekly. Frequency: On a 1-week stay maid service is provided before and after your stay. On a 2-week stay, maid service is provided once, mid-stay. Maids will arrive between 10:00am and 4:00pm. Maids will generally tidy the apartment. Maids will not wash dishes or take out the garbage, etc. Maids will always appreciate a tip.
6. **Property Access:** PROPERTY MANAGER will have unrestricted access to the apartment as required.
7. **Beach Towels:** Bring own beach towels with you as they are not provided.
8. **Pools:** In summer months enjoy free use of the pools and, if staying at the Apartment at Vilabranca, the tennis courts may be booked for a fee. Pools are open-air; please do not use sunbed mattresses in the pools; diving is strictly prohibited; At Vilabranca, food and drink consumed at poolside must be purchased from the resort restaurant or snack bar.
9. **Suntan Oils & Creams:** Take care not to sit on apartment furniture and bedding when using these products; we appreciate your cooperation to maintain the high standard of the apartment for your next visit.
10. **Noise Regulations:** Respect that the apartments are located in family-oriented locations, offering privacy and tranquility. Therefore no loud partying is allowed, to respect the other guests. The RENTER's stay may be terminated if this condition is not met.
11. **Travel Insurance:** The RENTER will ensure adequate Travel Insurance and a 24 hour emergency telephone number for all guests (compulsory under EC Law). The use of the accommodation and amenities are offered on the condition that they are used entirely at the RENTER's own risk. The OWNER cannot accept responsibility for accidents, injuries, illness, death or loss or damage to users' or visitors' property or belongings, including motor vehicles, however caused.
12. **Dishwasher** (Vila Dona Ana apartments only): Remember to wash your dishes. Dishwasher requires 3-in-1 tablets, consisting of salt, detergent and rinse-aid; salt is critical to avoid damage to the dishwasher, due to the water in Portugal; this will help us maintain our high standards and keep maintenance costs down. Tablets are available at all supermarkets.
13. **Washing Machine:** Liquid detergent must be used in the Washing Machine; this is critical to avoid damage to the washing machine and drain pipes; powder detergent builds up in the drain pipes; liquid detergent is available at all supermarkets; this will help us maintain our high standards and keep maintenance costs down.
14. **Security:** Double-lock the front door at all times; when going out, remember to bring the key with you when you leave; the door self-locks; do not leave the key on the inside of the door when you go or you will be locked out. The RENTER will be charged €50 if the PROPERTY MANAGER must make a special trip to permit entry, as it usually involves calling the fire brigade to assist.
15. **Supplies:** Provide own groceries and household goods, e.g. soaps, shampoo, detergents, toilet paper etc., as this accommodation is booked on a self-catering basis.
16. **Smoking:** No smoking inside apartment; please restrict smoking to the balconies. Damage from cigarette burns will be charged at full replacement cost to the RENTER.
17. **Force Majeure:** Recognize that in the unlikely event that the accommodation is rendered uninhabitable due to fire, earthquake or any other means beyond owner control, OWNER liability will be limited to a refund of the monies paid only.

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