



GUEST OCCUPANCY AGREEMENT

For Transient Occupancy Properties

Owner/Lister _____

Email _____

Guest(s) _____

Phone _____

NOTE: This form is used by the host/lister/owner/manager and a guest when entering into an agreement to occupy a vacation property lodging, room, apartment, house, or other transient accommodations for a period of 30 days or less, to document the terms of a guest's occupancy.

DATE: _____, 20____, at _____,
(List state, city and country).

Items left blank or unchecked are not applicable.

FACTS:

1. This Guest Occupancy Agreement is entered into by _____ as the lister or Owner Manager, and _____, as the Guest(s).

2. The Unit to be occupied by Guest is located at _____

2.1 Daily Rate \$_____ (USD or Local or Other Currency)

2.2 Monthly Rate \$_____ (USD or Local or Other Currency)

2.3 Additional charges may include housekeeping charges, and local taxes.

3. **TERMS:** *OHK policy is that check in times be at or before noon (no 3pm check in times).*

3.1 Guest's occupancy is for the following period:

Check-in date and time _____, 2__ __, at _____ a.m./p.m.

Check-out date and time _____, 2__ __, at _____ a.m./p.m.

3.2 Guest will vacate the Unit by the check-out time as the Unit is needed so Manager can accommodate the arrival of other guests who have reserved this Unit. (Hosts should allow 24 hrs before the next booking, per OHK policy)

3.3 If Guest wishes to extend their stay and the space is available, Guest will not need to check-out as scheduled and will make payment, as agreed with the host/lister/manager, for the extended stay.

3.4 Since the Unit provides Guest with lodging for a period of 30 days or less and may not be the primary residence of said Guest(s). Guest's occupancy taxation will be dictated by local laws.

4. UNIT RESTRICTIONS:

Guest agrees to conform to the following limitations on the use of the Unit:

4.1 The Unit will be occupied by no more than _____ individuals. (stated in the listing)

4.2 Pet Policy (yes/no) _____ pet is allowed on or around the premises. Excluding service dogs.

4.3 (Yes/No) parties, weddings or other group-like activities. (if yes, with stated conditions)

5. GUEST AGREES:

5.1 To promptly pay all obligations when due.

5.2 To depart the Unit and remove all members of their party by check-out time.

5.3 To return all keys given Guest to the office of Manager. On failure to return all the keys, Guest to pay a re-keying charge of \$_____.

5.4 Guests agrees to pay a cleaning fee of \$_____ added to the cost of the stay. **(Optional)**

5.5 Guests will be charged to replace any personal property items missing at check-out time or for any damage(s) to the property caused by Guest or members of Guest's party.

6. SECURITY DEPOSIT:

The security deposit voucher held by Manager on Guest credit card will be released and returned to Guest when the telephone bill covering lodging period has been received.

At the time of check-out by Guest, Manager will concurrently inspect the Unit and its contents for any damage or missing items and agree upon payment from documented costs to make to repair what's damaged and replace the missing items.

7. MANAGER REMEDIES:

On failure of Guest to abide by this agreement or depart the Unit by check-out time, Manager may:

- a. Arrange legal remedies to remove Guest, including enter the property.
- b. Take possession of the Unit and remove any personal property of Guest remaining.
- c. Change the locks.

8. GENERAL PROVISIONS:

8.1 Manager or owner of the stay is providing lodging accommodations to Guest and is responsible for the upkeep of the property and can or may be investigated for theft of money, jewelry or other valuables during occupancy when the host has additional keys or enters the property without the guests presence during the stay.

8.2 The venue for any action arising under this agreement will be in _____, (list state, city, country, as indicated in the above address).

8.3 If an action is instituted to enforce this agreement, the either party may incur attorney fees.

9. KEYS:

Guest has received _____ # sets of keys. (state key requirements in the listing details with house rules)

Key Deposit (if applicable) \$ _____ Date: Key Deposit will be returned _____

Responsible Guest(s) initials _____ & _____

Guest has returned _____ # sets of keys. Date of return _____

Lister/Manager/Host initials _____

Guest Signature(s):

Full Name: _____

Signature: _____

Full Name: _____

Signature: _____

Host/Manager:

Full Name: _____

Signature: _____

Full Name: _____

Signature: _____