

3-T PROPERTY MANAGEMENT, LLC RENTAL AGREEMENT

PHONE: 231-946-5967 FAX: 231-946-5967 E-MAIL: 3tpropertymgt@gmail.com

Please carefully read the following before you make your reservation. We find that guests who take the time to read over this information are fully informed about their rental obligation. This form must accompany your deposit.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE # _____ - _____ - _____ WORK PHONE # _____ - _____ - _____

CELL PHONE # _____ - _____ - _____ E-MAIL _____

#ADULTS _____ # CHILDREN UNDER 12 _____ #CHILDREN 12 & OVER _____

CHECK IN DATE ____/____/____ (Check in 3:00 p.m.) CHECK OUT DATE ____/____/____ (Checkout 10:00 a.m.)

COTTAGE # _____ LOCATION _____ MAX. OCCUPANCY _____

RATE: WEEK \$ _____ DAY \$ _____ WEEKEND \$ _____
DEPOSIT AMOUNT (50%) \$ _____ BALANCE DUE \$ _____ (Plus 6% MI, 5% TC)

PLEASE CHECK THE FOLLOWING YOU WISH TO RESERVE:

PORT-A-CRIB ____ \$12/ week HIGH CHAIR ____ \$12/week PADDLE BOARD: hourly/daily/
weekly _____
PONTOON BOAT RENTAL: \$300/day \$1500/week _____ days

BED LINENS & TOWELS (2 sets per cabin) PROVIDED AT MOONLIGHT BAY ONLY.
ADDITIONAL LINENS ____ \$6/set TOWELS ____ \$6/set. **TOWELS AND LINENS NOT PROVIDED AT LAKE ARBUTUS RENTALS**

ESTIMATED ARRIVAL TIME: 3:00 TO 6:00 PM _____ AFTER 6:00 P.M. _____ (PLEASE CHECK ONE)

If you wish to charge your deposit on your Credit Card: Visa/Mastercard/Discover/Amer. Express
_____ Exp. Date ____/____ 3-digit code _____

All customers are required to register at the office and make payment in full, plus 11% tax upon arrival. This agreement continues on the following page. By completing the following information, I acknowledge that I have read the agreement and understand and agree to the terms of this lease agreement and have received a copy. **PLEASE SIGN, DATE AND RETURN THIS FORM WITH YOUR DEPOSIT TO CONFIRM YOUR RESERVATION. Make check payable to 3-T Property Management. Mail to: 3-T Property Management, 4095 Moonlight Bay Trail, Traverse City, MI 49696.**

SIGNATURE OF RESPONSIBLE PARTY _____

PRINTED NAME _____ DATE _____

DEPOSIT AMOUNT \$ _____ CHECK# _____

PLEASE COMPLETE ONE CONFIRMATION REQUEST FORM PER RENTAL. THANK YOU.

Terms of Rental Agreement

Moonlight Bay Resort
Lake Arbutus Rentals

4095 Moonlight Bay Trail
2453 Main Avenue

Traverse City, MI 49696
Traverse City, MI 49696

(For Lake Arbutus Rentals use 2470 Hobbs Highway for GPS address)

1. Payments: Return the signed Rental Agreement with your deposit (half of base rent) to confirm your reservation. If not returned, your reservation may be cancelled. This agreement is binding when 3-T has received the signed Confirmation Request, the deposit, and all checks have cleared the bank.
2. Accommodations: Each unit is equipped with basic housekeeping items including kitchen utensils, dishes, pots and pans, coffee maker, toaster, and microwave. You will be responsible for bringing your own paper products and personal care items. 3-T will not be held responsible for matters out of its control, such as noise, construction, weather, etc. Complaints regarding any accommodations must be immediately reported and we will do our best to rectify the situation. Substitutions and refunds will not be made upon arrival for any reason.
3. Cancellations: If notice of cancellation is received at least 30 days prior to reservation date the deposit is refundable less a \$25.00 processing fee (net credit card fees). Unfortunately no refunds of deposits are available if cancelation is less than 30 days prior to the reservation date. No refunds are available for multiple week bookings.
4. Pets and Smoking: No pets (including pets owned by visitors) are allowed on the premises at Moonlight Bay Resort. Pets are allowed at Lake Arbutus Rentals and must be kept in sight, on a leash, and under control at all times. Pet owners are responsible for cleaning up and disposing of all animal fesses. If it is determined that a pet is in anyway disruptive or causing harm to other tenants, it is up to the discretion of 3-T to have the pet(s) removed from the premises. Any damage done to the property due to a pet will be the Guests responsibility to remedy. **Smoking is not allowed in the cabin(s) under any circumstances.**
5. Guest Obligations: a) Reasonable and orderly conduct by all tenants in the cabin with respect given to the terms of the agreement, the property, the law and the neighbors; b) Guest is responsible for damages as outlined under Cleaning/Damage Deposit; c) Guest agrees to indemnify 3-T and its employees, free and harmless from any liabilities for any loss or damage arising from or in connection with the rental of the premises, including, but not limited to any claim of liability for personal injury or damage or loss of property which is made, incurred or sustained by Guest or guests of Guest except only such personal injury caused by negligent acts of 3-T. Should any terms of the agreement be breached by the Guest, resulting in legal action on the part of 3-T against Guest(s) and 3-T prevails in courts or settlement is reached, 3-T shall be entitled to collect from Guest all costs of the legal action including, but not limited to, attorney's fees.
6. Keys & Lockouts: The cottage will be unlocked upon arrival and the key will be on the table. Replacement cost for lost keys is \$20.00 payable at time new key is issued. Please leave the key on the table and the cottage unlocked upon checkout.
7. Lost & Found: Check thoroughly for your belongings upon departure. 3-T is not responsible for loss or damage to your personal items. We hold recovered items for 10 days only and return upon request.
8. Occupancy: The rental period begins at 3:00 p.m. on arrival date and ends at 10:00 a.m. on departure date. ALL RENTALS ARE TO FAMILY GROUPS AND RESPONSIBLE ADULTS ONLY. Guest or renter must be in occupancy of the Cabin at all times. Occasions such as receptions or "parties" which increase the occupancy (if even for a few hours) must be requested and approved by 3-T prior to execution of the lease. 3-T reserves the right to deny occupancy, evict and refuse refund to anyone at any time that appears detrimental to the property.
9. Noise: The Cabin is located in a quiet residential area, and sound carries far across the water. Out of courtesy for the neighbors, outdoor activities that generate loud noises including music, firecrackers, barking dogs and loud talking/yelling are prohibited after sunset. The Lakes have a **no high-speed boating curfew** from 7:30 p.m. to 11:00 a.m.
10. Outdoor Grilling and Fires: Local fire ordinance allows outdoor grilling or fires in designated areas only. Cut wood is available for campfires. Additional firewood and cooking grill supplies must be purchased. (Use of fires may be restricted by area authorities; due to dry conditions at certain time of the year).
11. Repairs/Right of Entry/Refunds: Report all inoperative and/or missing equipment to 3-T immediately. Service must be scheduled and required parts ordered. Problems will be corrected as soon as humanly possible. Priority is given to heat, refrigerators, plumbing/septic, water or electrical problems. 3-T, an authorized employee, or repairman will have right to entry at any time. No refunds issued for delay in check-in or early check-out (for any reason), damage to Guest's belongings due to

malfunctioning equipment, mechanical failures, interruption or loss of utilities (including cable) or inclement weather or other acts of God.

12. Cleaning & Damage Charges: 3-T can recover cost incurred accidentally or willfully by Guest. Respect the property as you would your own and leave it in as good condition as found, reasonable wear and tear is expected. Unreported problems found on inspection will be charged. Meeting the satisfactory standards at check-out is required. a) Report any breakage/damage you find or incur, b) Remove and bag all food and trash (inside and outside) to the outside receptacles, c) Wash and put away all dishes and cookware, clean countertops and stove, d) Leave Cabin tidy with all furniture in same position, e) Sweep floors, f) Vacate the Cabin by 10:00 a.m. and leave keys on the table. Late check-outs will not be allowed as the Cabin needs to be prepared for the next guest arriving in the afternoon. Failure to vacate on time will result in an additional night's charge. Damage costs are the Guest's responsibility and must be paid by the Guest to 3-T upon departure.

13. Phone Service/Internet: Phones are not provided. Moonlight Bay Resort has wireless Internet available within a limited distance. No Internet at Lake Arbutus.

14. Fair Housing Law: 3-T understands that in leasing the Cabin, 3-T must fully comply with all laws and regulations which prohibit discrimination on the basis of race, color, creed, national origin, sex, marital status, children or the handicapped.

This document contains the entire agreement between the parties and may not be amended. Thank you for choosing 3-T to assist you with your northern Michigan vacation and for your kind regard to the terms of this agreement. Please retain this for your records.