



ADVANCE RESERVATION REQUEST

After completing information, **SAVE** the document on your device before printing or emailing as an attachment

Leaseholder Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Property Name: _____ Vacation Dates: _____

Advance Reservation Fee (non-refundable*): \$50 + tax per week: **\$53.38** (1 week) or **\$112.75** (2 weeks)

Payment Received: Cash Check #

If property is pet-friendly, do you plan to bring up to two dogs: YES NO

IMPORTANT: Please indicate if you want Travel Insurance to protect your vacation plans. The Lease will be sent based on your answer below. If declined, you can still add it when your final trip balance is due.

ACCEPT RedSky Travel Insurance (7.75% of trip cost) **DECLINE RedSky Travel Insurance**

- Advance reservation requests are accepted for any future year. Please contact our office to ensure the vacation property is available for your preferred dates.
- The Advance Reservation Fee is **not** applied towards the total cost for the vacation rental home.
- We encourage guests in-residence to make an "Advance Reservation" to secure your vacation for next year (however, the same week could already be reserved by a different guest). Please complete this form and drop-off at our office (address below) with payment before you leave town.
- Special Events that require delivery of extra chairs, tents, tables, dinnerware, etc. are NOT allowed at any rental property. Parking at the home cannot overflow onto the street or onto other private properties.
- The Advance Reservation Fee is non-refundable* except under these circumstances: the owner removes the home from our property management program OR the owner chooses the same week(s) when renewing the property management agreement for the upcoming year.

When the new rates are received (July-Sept.), the lease for the chosen week(s) will be emailed to the Leaseholder. The signed lease and 50% deposit must be returned within 3 days to confirm your reservation. Payment can be made by credit card (MasterCard, Visa, Discover) or personal check. **Please contact our office if you have any questions.** Your Advance Reservation will be cancelled if we do not hear from you within the specified time.

Leaseholder Signature: _____ Date: _____

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