

Thank you for completing and returning this form. Please take a moment to review these conditions to avoid any misunderstanding. It will ensure a quicker check-in and more time to enjoy the Gold Coast. If you have any queries please do not hesitate to call us. This form must be completed in full and returned to our office 2 weeks before arrival.

REGISTRATION FORM

BOOKING & GUEST DETAILS

Holiday Property: _____

Arrival Date & Approx. Time: _____ Departure Date: _____

No. of Adults: _____ No. of Children: _____

IF YOU REQUIRE LINEN PLEASE CONTACT OFFICE SO WE CAN HIRE THIS FOR YOU!

Guest Name/s: _____

Street Address: _____

City/Country: _____ State: _____ Post Code: _____

Licence No.: _____ Car Rego: _____

Contact Home No.: _____ Mobile No.: _____

CREDIT CARD DETAILS If you are paying your \$500.00 bond by credit card, please complete these details below. Please ensure your credit card slip/s relating to your booking are signed prior to your check in and/or receiving keys. Please present your drivers licence and credit card upon check in. If paying by cheque or money order please ensure that our office has received this one month prior to your arrival.

Name/s on Card: _____ Card Type: MasterCard or Visa

Credit Card No: _____ Expiry: ____/____

Cardholder's Signature: _____ (Please note: a 2.5% charge applies when using your credit card).

TERMS AND CONDITIONS

1. All bookings require a holding deposit of 25% of the total value of your accommodation or \$200.00 (whichever is the greater) plus a \$20 booking fee. The outstanding balance is payable 2 weeks prior to arrival except for Christmas bookings which must be paid 1 month prior to arrival. This can be paid by either cash, credit card or cheque. 2. This receipt is issued subject to any prior booking or subsequent sale of the property and the owner shall be entitled to reject the booking. If payment is made by cheque, this receipt is issued subject to clearance of the cheque. There will be a fee for dishonoured cheques. 3. The deposit is accepted on the basis that the rental quoted may be increased as directed by the owner prior to the commencement of the tenancy, or the booking cancelled. 4. In the event of the guest desiring to cancel the booking, the deposit will be forfeited. 5. If a booking has been paid by credit card and is subsequently cancelled, all bank charges are the responsibility of the guest. 6. This booking is made in good faith but the agent cannot be held responsible for any actions taken by the owner of the premises. 7. In the case of telephone or postal bookings, the description of the premises supplied by the agent is made in good faith but without acceptance of any responsibility whatsoever for any misdescription. 8. Where applicable the guest shall comply with all Body Corporate rules and regulations and shall not create or permit any noise or nuisance, which is likely to interfere with the peaceful enjoyment of any other person occupying adjoining premises. 9. No liability is accepted in contract or for any injury, debt, damage, loss, delay, expense or inconvenience caused directly or indirectly by events beyond the agent or owners control, or which are not caused by neglect or default by the agent or owner. 10. No responsibility whatsoever is taken for the property of the guest on or near the premises. The guests are responsible for insuring their property. 11. The guest must use the designated parking bay only. 12. After a 4-week booking, we are permitted to enter the premises for an inspection. 13. The operation of business of any kind from rental premises is strictly prohibited. 14. Cancelled bookings will not be refunded. 15. Keys must be collected from our office during office hours – Monday to Friday 8.30am to 5.00pm and Saturday 8.30am to 3.00pm. Check in is at 2.00pm and Check out is at 10.00am. Failure to check out on time may result in extra charges being levied. If you intend arriving out of office hours, please notify the office in advance. Under no circumstances will keys be left without any prior arrangements and balance paid along with a Registration Form being completed and returned. Tenants are responsible for the safekeeping of keys during their stay. Should duplicate keys be required after hours, a \$75 cash call out fee will apply. 16. As you are not charged a cleaning fee, you are required to leave the premises neat and tidy. Any extra charges incurred by cleaners will be automatically taken out of the security deposit. 17. As the tenant you are responsible for all damages, breakages and loss incurred during the term of your occupancy. These are to be reported or replaced and paid for prior to vacating or costs will automatically be deducted from the security deposit. 18. Under local health regulations, no pets are allowed into rental accommodation, unless otherwise stated. 19. You may be required to allow access for service personnel should repairs be necessary. In the event that the property is offered for sale, inspections with prospective purchasers may be necessary by appointment during reasonable hours. 20. Only the number of persons advised on the website are permitted to occupy the premises. 21. All of our properties have a no smoking policy. 22. Please note at the time of publication all advertised inclusions in our properties are up to date. We are not responsible for any changes, which occur thereafter. We are not responsible for any unforeseen breakdown of appliances etc. 23. In the event of renovation/building work being carried out in or near the premises, such work is beyond our control and we cannot accept responsibility for any disturbance, noise or inconvenience you may suffer as a result. No discount will be negotiated for any of the above. 24. Failure to comply with all these terms and conditions may render the agent to take further action by way of refusing keys, amending the rent or immediately terminating the tenancy. I hereby confirm that the authorised persons are the only people to occupy the property for the period and undertake to be bound by the terms and conditions for letting stated above and the authorisation for the withdrawal of Credit Card information if required.

Signed: _____ Date: _____

Please return to: First National Broadbeach
P.O. Box 1001, Broadbeach QLD 4218,
FAX: 07 5592 2266