



GUEST REGISTRATION FORM

NAME:.....VILLA:.....

HOME ADDRESS:

.....

PHONE: NO. IN PARTY:

ARRIVAL DATE:..... DEPARTURE DATE:

EAGLE REPRESENTATIVE:

Check in time is after 4.00pm

*Check out time is before 11.00am***

NO PETS POLICY

Your entire security deposit will be withheld if there have been pets In the property

This is to indemnify us against additional charges in connection with your stay in one of our villas. These villas are privately and proudly owned and it is our responsibility to ensure the good condition and maintenance of each villa. Should there be any extra housekeeping required such as extraordinary excess garbage and the cleaning of carpets, missing items and damages, or phone charges (except locals and toll-free) and other charges related to the villa, then your deposit will be debited. A representative of EAGLE will inspect the villa before and after each rental term and maintains a file on each villa and its contents. The villa should be left in a good condition. An information booklet with full details of the property is in each villa. Should you encounter any problems, please let us know in order to correct it. The villa is a **NON-SMOKING** villa and the cost to fumigate/purify the villa will be deducted from your security deposit.

If there is a claim for damages, missing items or other charges, you will be notified within 30 days of your departure and issued a receipt so that you may make a claim on your holiday insurance. It is important that you notify any damages to the EAGLE OFFICE within 24 hours of your arrival in the villa to prevent charges being incurred on your credit card after you vacate. For loss of villa key(s), there will be a minimum charge of \$75.00. Kindly be advised that these late charges will incur an additional \$35.00 administration fee.

We appreciate that accidents/inconveniences do occasionally happen and it would be best for all concerned if the incidents can be sorted out during your occupation. Complaints received after guests' occupancy periods will not be entertained.

Please keep the patio door closed at all times. It is a federal offense to tamper with the alarm to the patio door and the smoke alarms. It carries a penalty of \$5,000 or 5 years imprisonment. If any alarm is not working or ceases to work then it is your responsibility to inform the office immediately. Please do not disconnect the alarms. Always keep the child safety netting in pool area erect (if any).

*** It may be possible to arrange a Late Check Out for \$50.00 (up to 1.00pm), \$75.00 (up to 4.00pm) or Full Rate (after 4.00pm) - Subject to villa's availability.*

FOR GUESTS WHO CHECK OUT AFTER 11.00AM WITHOUT PROPER ARRANGEMENTS, FULL RATE WILL AUTOMATICALLY BE CHARGED.

I, authorize **EAGLE MANAGEMENT**

to debit my credit card # Exp. Date: For **\$250.00**

Type: OR enclose a cheque for \$ for my vacation rental or security deposit

Signature: Date: