

# SEATTLE FURNISHED SUITES RESERVATION FORM

Name:		Total Occupants:	
Address:			
City:		State:	Zip:
Phone:		E-mail:	
Rental Property Address:			
Deposit Held:		Monthly Rent:	
Arrival Date:		Departure Date:	

## Policies and Procedures

- Your reservation will be held for you only after we receive your deposit.
- It may be necessary to substitute one suite for another if changes occur that we cannot control.
- Monthly rate is based on 2 occupants for 1 bedroom unit or 3 occupants for 2 bedroom units. Additional charges apply for more than 3 occupants.
- We charge a \$150 cleaning fee for a small 1 bedroom unit, \$200 for a larger 1 or 2 bedroom unit, and \$250 for a 3 (or more) bedroom unit. If suite requires extra cleaning, we may add additional charges.
- If we receive your rent more than 5 days after your arrival, it will be subject to a \$25 per day late charge. Additionally, we charge a \$50 fee for NSF checks.
- We require a three week notice before your departure. Similarly, if you wish to extend your stay, we kindly ask that you give us as much advanced notice as possible, so that we can accommodate your needs.
- Checking in or out **must** be arranged through Dale Hicklin (206-949-1728) or Jen Desai (206-890-5982) if Dale is unavailable. Failure to setup a pre-checkout appointment disrupts the schedule of incoming guests and the business. Consequently, the costs of such a disruption will be passed on to you.
- We issue you keys for a deadbolt, a knob lock, and a mailbox. Please avoid locking yourself out. If you do, however, we provide a lockout service for a \$35 fee during business hours; if you are locked out after business hours, please contact Accurate Lock (206-284-0151).
- We provide you with electricity and water for a reasonable amount of usage. Excessive usage will be charged directly to you.
- We provide you with wired and or wireless high-speed internet. We explicitly forbid software piracy and all forms of copyright infringement. (Your wireless password will be given to you upon arrival.)
- Quiet hours are 10pm to 7am. As most of our suites are in condo or apartment buildings, we ask that you be respectful to those around you.
- Depending on the suite, we offer parking at the building or on the street.
- Smoking and pets are **NOT** permitted in any of our suites. If either pets or smoking are discovered in your suite, your deposit will automatically be forfeited and this will be grounds for immediate eviction.

*Thank you for choosing Seattle Furnished Suites! We hope you enjoy your stay with us. Please contact us if we can do anything to further assist you or make your stay more comfortable.*

GUEST SIGNATURE

DALE HICKLIN (OR JEN DESAI)

1964 26<sup>th</sup> Ave W, #303 • Seattle, WA 98199

DATE SENT

DATE RECEIVED

E-mail: [dalebroker@comast.net](mailto:dalebroker@comast.net)  
[jenniferdesai71@gmail.com](mailto:jenniferdesai71@gmail.com)

(To be completed by client)

(To be completed by Dale)

Cell: 206-949-1728 • Fax: 206-285-9502