

HAWI HAVEN

House Rules and Rental Agreement

Check-In and Check-Out:

Check-In time is 4:00 PM.

After you arrive at the property, please call our property manager, Chris, on her cell phone at 808-217-2575 to let her know you have arrived and to answer any questions that you may have. Please do not call after 9PM. For arrivals after 9PM, please call Chris (808-217-2575) after 9AM the following morning. If there is anything urgent, please call Linda (510-717-8758), Joan (510-915-0086) or Deb (510-846-8063).

Check-Out time is 10:00 AM. Prior to checking out, PLEASE:

- Remove all trash and recyclables and take them to the local "Transfer Station". Directions to the transfer station are in the binder on the counter in the kitchen. A \$25 fee will be assessed if trash or recyclables are left on the property.
- Please do not leave any perishable food items in the refrigerator or in the house.
- Wash dishes, or put them in the dishwasher and start it; please leave the home neat and tidy.
- Turn off all lights and fans.
- Close the windows and lock the doors. Leave the keys on the hook by the front door and in the lockbox. A \$25 fee will be assessed for each lost or missing key.

Maximum Occupancy:

The maximum number of people is 6. Parties or events are not allowed on the property.

No Smoking:

Smoking of any kind or any substance is **NOT ALLOWED** inside the house.

A \$300 cleaning fee will be imposed if there is any evidence of smoking on the property.

Damages:

Accidents happen! If something is broken or lost, please notify Chris (808-217-2575) immediately.

Energy Conservation:

Please be energy conscious by turning off lights, fans, radio, TV, etc., when not in use.

Lost Key Replacement:

There will be a **\$25 charge** for replacement of each lost or missing key.

Noise:

Please keep in mind that you are in a very small and peaceful residential neighborhood. Quiet time 10PM-8AM.

Pests:

Our home is treated on a regular basis, but please understand that pests are a normal part of life in the tropics. PLEASE DO NOT take food into the bedrooms.

Supplies:

We will supply paper goods and soaps to get you started. However, unlike a hotel, we are not responsible for replenishing your supplies. If something is depleted, please be courteous and replace it for the next guest.

Traffic:

Please drive slowly in our neighborhood. There are many children, adult pedestrians, and bicyclists.

Use of Candles:

Do not use candles inside the house. There are flashlights in the kitchen drawer in cases of power outage.

Valuables and Personal Property:

Take normal precautions with your valuables. Understandably, we are not responsible for any losses.

Honor the Hawaiian Custom:

Please remove your shoes when entering our home. It helps to keep the home clean and dust-free. Mahalo!

ACKNOWLEDGED and ACCEPTED:

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

HAWI HAVEN

House Rules and Rental Agreement

SIGNATURE PAGE

RESERVATIONS:

- **HELD** with 25% of total, paid by cashier's or personal check (preferred – please call to discuss), or credit card on VRBO/HomeAway website, and this 2-page signed Rental Agreement returned.
- **Preferred payment:** cashier's check, personal check /or money order (to avoid credit card fees).
- Balance due 30 days prior to arrival, paid by cashier's or personal check, or by credit card on the VRBO/HomeAway website. (Credit card fees will be deducted from the returned Security Deposit.)
- Full amount due if reservation is within 30 days of arrival. paid by cashier's or personal check, or by credit card on the VRBO/HomeAway website. (Credit card fees will be deducted from the returned Security Deposit.)

SECURITY DEPOSIT:

- \$250 Security Deposit is required 30 days prior to arrival.
- If property is damaged, items are missing, requires excessive cleaing or keys are not returned, replacement/.repair/cleaning costs will be deducted from the Security Deposit after departure.
- Garbage/recyclables removal prior to check-out is required. A \$25 fee will be deducted from the Security Deposit if garbage/recyclables are not removed from the property.
- A \$25 fee will be deducted from the Security Deposit for each key not returned or missing.
- Credit card fees will be deducted from the Security Deposit.
- Minus these fees, the Security Deposit is refundable 14 days after departure, or if the reservation is cancelled.

CANCELLATIONS:

- Full refunds 30 days prior to arrival.
- 50% non-refundable if cancelled 30-14 days prior to arrival.
- **NO REFUNDS** on cancellations 14 days prior to arrival.

CHECK IN / CHECK OUT:

- **Check-In 4 PM / Check-Out 10 AM** (unless arranged prior to arrival).
- Remove garbage/recyclables at check out.
- Return keys at check out.

MISCELLANEOUS:

- 6 guests maximum. Please list all guests below. Please note children under the age of 18 years.
- No pets / No smoking / No illegal substances.
- Owner assumes no liability for property loss, damage, accidents or injuries on property.
- Acceptance of and agreement to House Rules (Page 1).

Requested Check In: Date: _____ Time: _____

Requested Check Out: Date: _____ Time: _____

GUEST 1 _____ GUEST 2 _____

GUEST 3 _____ GUEST 4 _____

GUEST 5 _____ GUEST 6 _____

(Please list ages of any guests under the age of 18 years.)

ACKNOWLEDGED and ACCEPTED: SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

ADDRESS: _____

MOBILE PHONE NUMBER: _____

EMAIL: _____

If mailing a check or forms, please send to:
 Linda Tracy Kreiss
 C/O ABR
 1516 Oak Street #303
 Alameda, CA 94501
 Phone: 510-717-8758

If emailing documents, please send to:
 Email: HawiHaven@gmail.com

If faxing documents, please send to:
 510-865-4090 (Attn: Linda Tracy Kreiss)