

## SHORT-TERM RENTAL RESERVATION FORM

### BOOKING DETAILS

Last name (Mr./Mrs./Ms./ Dr): \_\_\_\_\_ First name: \_\_\_\_\_  
 Date of birth: mm / dd / yy \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Arrival date: mm / dd / yy \_\_\_\_\_ Airline: \_\_\_\_\_ Origin: \_\_\_\_\_  
 Flight No.: \_\_\_\_\_ E.T.A.: \_\_\_\_\_  
 Departure date: mm / dd / yy \_\_\_\_\_ Flight No.: \_\_\_\_\_ E.T.D.: \_\_\_\_\_  
 Purpose of Stay: \_\_\_\_\_

### GUEST DETAILS

Government Issued ID No.: \_\_\_\_\_ Date of issue: mm / dd / yy \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Zip/Postal code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Number of persons: \_\_\_\_\_

**PLEASE RESERVE** - Please tick the appropriate boxes for your required service(s):

The George Alleyne Hall:  
 ❖ Accommodation required:  Single Occupancy  Double Occupancy  
 ❖ Facilities Required:  Linen, Towels & Housekeeping

The Gerald Lalor Flats:  
 ❖ Air Conditioning:  Yes  No  
*NB: All rooms on this property are fully serviced with linen, towels and housekeeping.*

1. Transportation:

❖ Pick up <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of persons: _____
❖ Drop off <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of persons: _____

2. Meal Plan:  Yes  No  
 Breakfast and/or  Lunch and/or  Dinner

*Other Special Request/ notation: e.g. Special menu, etc.:* \_\_\_\_\_

## EMERGENCY/REFERENCE CONTACT INFORMATION:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Zip/Postal code: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Nationality: \_\_\_\_\_

### Check-in / Check-out Policy

- . Check-in: 1500 hours. Rooms required prior to 1500 hours must be pre-booked.
- . Check-out: 1200 hours. All late check-outs are subject to an additional cost and must be arranged with the office.
- . Full payment is required to guarantee your reservation.
- . Full flight details are required to guarantee airport pick-up and return.
- . A refundable security deposit of US\$100.00 must be paid prior to check-in by all guests staying two (2) weeks or more. This will be returned in full on your departure subject to no issues (i.e. damage/ missing items) requiring a charge

### Visitors

-Guests shall be charged a fee of US\$30.00 per night, per person for visitor's staying overnight.

### Remarks

- . Payments are non-refundable if cancellation of reservation is made 48 hours or less of the scheduled arrival date.
- . Guest staying beyond seven (7) days will be required to complete our 138SL Short Term Rental Agreement
- . Please send the **fully completed form for processing** along with a valid government issued identification directly to the office via **E-mail:** to [shorttermrental@138studentliving.com](mailto:shorttermrental@138studentliving.com)
- . The completion and submission of this form, without payment, **does not** guarantee a room will be reserved on your behalf.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Payment Received: US/JM\$..... Date..... Method of Payment.....  
 Move Out Date Recorded:  Yes Room Assigned: ..... Invoice Number.....  
 Name and Signature of Operator's Representative.....