

Extension of Property Rental Agreement

PROPERTY ADDRESS:

PLEASE USE BLOCK CAPITALS, and blue or black ink. This agreement is binding and all deposits are non-refundable once paid.
Please post to: Accommodation Windsor Ltd at 56 Alma Road, Windsor, Berkshire SL4 3HA or fax to: 01753 856667 (Bookings cannot be accepted without a credit card and/or deposit cheque)

Extension Date:

Departure Date:

(Check out is by 10am on departure day)

Are you likely to extend your stay beyond the date above? (Please circle the appropriate choice) **Y N**

Booked By:

Booked For: AS ORIGINAL BOOKING FORM

Company Name & Invoice Address:

Guest's Address:

Postcode / ZIP:

Postcode / ZIP:

Tel / Mobile:

UK Mobile:

Email:

Email:

No of additional weeks required = weeks at £ per week = £

Total to pay*

*(Please note some charges may apply see below)

Method of Payment: please tick as applicable

Credit Card Please add a 2% surcharge if paying by credit card

Debit Card

Cheque Please makes cheques payable to ACCOMMODATION WINDSOR LTD

BACS / CHAPS Please add a £10 charge for overseas transfers

We accept Visa, MasterCard, Switch & Solo (we do not accept Amex)

Credit Card No _____ Start Date _____ Expiry Date _____

last 3 digits on Signature Strip _____ Issue number _____ Switch / Solo cards (if any)

Name on Card _____

Cardholder Address _____ Postcode _____

I am authorised to make this booking on behalf of my party. I am over 18 years of age. I accept that by signing this form I hereby agree that all of the details listed here are correct to my knowledge and consent to pay directly for or for my credit card to be charged with an amount not exceeding £2000.00 for telephone call charges, any damage done or loss of any items at the owner's accommodation caused during my stay by me or any other member of my party. I agree not to sublet or allow other persons to reside at the property or use the property's facilities without prior consent from the proprietors. Failure to adhere to these rental terms may result in additional charges. I agree that no tenancy will be created and that I take this apartment by way of licence.

Signature: _____ **Date:** _____

IMPORTANT NOTES: (For a full set of terms and conditions please refer to our website)

The accommodation is let as a self-catering apartment or house and servicing (if required) must be booked in advance and is provided at an additional cost (optional). The accommodation is strictly a non-smoking establishment. No pets are allowed under any circumstances. A charge may be levied for cleaning and leaving vacant for airing if these rules are not adhered to. A full inventory is taken at the beginning and end of every change of occupancy. All damages or missing items will be charged for at replacement value. We kindly ask that all children are supervised at all times. Please leave the apartment clean and tidy, remove all rubbish and food items. A charge will be incurred for excessive cleaning and removal of rubbish / food / personal belongings left at the property. Rent to be invoiced and paid four-weekly in advance. We reserve the right to charge an additional 3% over bank of England base rate for late payment.

Cancellation policy: 4 weeks notice is required to avoid charge. Rent cannot be refunded once paid.

Payment is required by full bankers draft or guaranteed cheque in advance. A credit card or cheque is required as a security deposit for booking 2 weeks in advance. For bookings less than 2 weeks in advance, payment is required in full or by 4 weekly instalments in advance.