



TOWER | FLATS | LOFTS

**Request for Guest Suite**

**Resident Name:** \_\_\_\_\_

**Residence #:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- 5 night maximum (requests exceeding will need to go to senior management)
- Payment of guest suite must be received before keys are given to guest or resident
- Check-in time for arriving guests begins at 3 p.m.
- Check-out time for departing guests is no later than 12 p.m. (noon).
- **Cancellation Policy:** Cancellation must be made by 3pm, 24 hours prior to check in to avoid a cancellation charge of \$125.00.

**Date(s) Requesting:** \_\_\_\_\_

**Number of guests:** \_\_\_\_\_ (number of guests should not to exceed 2-3 guests per resident)

Request details or comments:

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This is only a request. A member of management will contact you to confirm reservation.



### **Guest Suite Agreement**

#### **Check-in/out & Payment Policy**

- Check-in time for arriving guests begins at 3 p.m.
- Check-out time for departing guests is no later than 12 p.m. (noon).
- The guest suite keys and key fob can be picked up at the Flats desk.
- Payment of guest suite must be received prior to exchange of guest suite room key and key fob. Only check or money order will be accepted; we do not accept credit cards.
- We ask that the resident be present with guest when touring or exploring the property.

#### **Cost**

The above resident agrees to a rental fee of **\$125 per night**. Owner and resident agree that a thorough inventory of the area will be completed by management. Money owed for cleaning and/or damages will be determined by the owner's representative. A money order or cashier's check in the full amount of assessed damages will be required within 3 days of billing.

#### **Terms and Conditions**

- Resident is responsible for any and all theft or damage to the guest suite and its furnishings.
- Resident agrees return the guest suite in the same condition it was received (not to move furnishings).
- Resident and his/her guests shall comply with all written rules and regulations of this agreement and community policies.
- Resident is liable to the owner for the conduct of guests (i.e. noise complaints, illegal acts, etc.)
- No smoking is permitted anywhere inside The Heights at Park Lane at any time. Ash trays are located outside the building and at the fire pit (5<sup>th</sup> floor amenity area).

**Housekeeping:** Housekeeping is provided only before and after each stay, and includes dusting, vacuuming, changing linens and towels, emptying trash, cleaning of bathroom and kitchen, and replenishing toilet paper if needed. Additional towels, toilet paper, and trash bags are available at the Front Desk, 214-750-3658.

**Pets:** The guest suite currently does not accommodate pets, with the exception of pets for the handicap. Please contact management for questions on pets.

**Vehicles:** Resident is responsible for notification to all guests as to The Heights at Park Lane parking procedures. All vehicles that are parked in assigned spaces, unauthorized spaces or fire lanes will be towed at owner's expense.

#### **Cancellation Policy**

In the event of a cancellation, the resident must contact the owner's representative no later than 24 hours prior to the scheduled rental date to avoid a cancellation charge of \$125.00. Owner has the right to terminate rental time period if any of the regulations in this agreement are not upheld.

- I accept & confirm that I have read and agree to the cancellation policy and terms & conditions stated above. To confirm your reservation, please indicate that you accept these special conditions.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_