

OWNER BOOKING SHEET



*OWNER NAME: _____
 *PROPERTY ADDRESS: _____
 *PHONE: _____ *FAX: _____
 *EMAIL: _____

*GUEST NAME: _____
 _____ # OF ADULTS _____ # OF CHILDREN

*DATE OF ARRIVAL: _____

*DATE OF DEPARTURE: _____

*IS THIS GUEST A FAMILY MEMBER? Yes No

*KEY PICK-UP FROM FLORIDA CHOICE? Yes No

*SHOULD A \$250 SECURITY DEPOSIT BE COLLECTED FROM THIS GUEST AT CHECK-IN? Yes No

*CONTACT IN CASE OF EMERGENCY _____

*SPECIAL REQUESTS

- | | |
|---|---|
| <input type="checkbox"/> Pool Heat | <input type="checkbox"/> BBQ (\$45/stay) |
| <input type="checkbox"/> Crib (\$45/stay) | <input type="checkbox"/> Late Check Out (\$75) |
| <input type="checkbox"/> High Chair (\$45/stay) | <input type="checkbox"/> Mid-maid service (\$75 each clean) |

- Please note that Special Requests will be charged to your owners account.
- There will be a \$30 service charge to your owners account to turn pool heat on and off.

*Would you like to have a Welcome Package in the home for guest arrival?
 Yes No

Package Includes: Eggs, Bacon, Sugar, Water, Coffee, Tea Bags, Milk, Cereal, Salt & Pepper, Orange Juice, Soda, Bread, Jam, Cooking Oil, Chips & Cheese

- Welcome Pack price \$45, charged to your owners account.
- Additional items may be ordered upon request and charged accordingly.

*Amount Charged to Guest for Stay \$ _____

- Note: It is a state law that sales tax is applied and paid for every rental stay. The applicable tax for your property will be deducted from your owners account and paid to the county tax department. *Taxes do occasionally change. Contact us for updated rates.

The following is an example of how to appropriately charge your guests for their stay.

Suggested charge/week	Sales Tax	Total Amount Collected from Guest
\$1000	X13%	=\$1130

Note: A \$25 administrative fee is deducted from your account for each owner booking.