



GUEST SUITE AGREEMENT

Resident Name _____

Suite Number _____ Telephone _____

Owner Name (If different from resident) _____

BOOKING IS SUBJECT TO AVAILABILITY AND MANAGEMENT APPROVAL

of Guests _____
(Maximum of 2)

Date Required

(7 Day Maximum)

CHECK IN: _____ CHECK OUT: _____
(Check Out Time 11:00 a.m.)

Guest Name/s _____
(Guests Must be over 21 years old)

Payment Received (\$50.00 per night) \$ _____

Deposit Received (\$300.00) \$ _____
(Certified Cheque or Money Order required for Non Owners)

I, _____ the resident of suite # _____ hereby acknowledge that I have read the terms and conditions as outlined and will comply with all terms and conditions. I accept the responsibility of my guest to comply with all terms and conditions.

Resident
Signature _____ Date _____

Management
Signature _____ Date _____

Larlyn Property Management
For and on behalf of the Board
Toronto Standard Condominium Corporation No. 1626



GUEST SUITE TERMS AND CONDITIONS

1. The resident must book the guest suite. Payment will only be accepted from a resident of 9 Boardwalk Drive.
2. One week advance notice is required for the booking of the suite.
3. Maximum booking of 7 nights per one booking.
4. A security deposit of \$300.00 in the form of cheque, (**certified cheque, or money order for Non Owners**) is required to confirm the reservation of the guest suite, as well as a cheque for \$50.00 per night the suite is booked for. **Cheques must be made payable to TSCC 1626.**
5. Check in time is 4:00 p.m. on arrival and check out time is 11:00 a.m. the day of departure. Failure to do so could result in forfeiture of the deposit.
6. The resident must supply bedding, towels and any other personnel items.
7. The resident must complete and sign an inspection sheet prior to occupancy and an exit inspection sheet prior to departure. The security deposit will be refunded within 10 days, subject to compliance of the terms and conditions.
8. It is the responsibility of the resident to ensure the exit inspection sheet is signed off by the concierge upon departure. This will ensure the return of your security deposit and avoid any problems/disagreements as to the condition of the room was left in. Any damage or excessive cleaning will be charged to the security deposit.
9. The guest suite must be left in the condition it is found. Turn off all lights and lock both the suite door and the patio doors.
10. Residents are to advise their guest that smoking is prohibited in the guest suite and in the building.
11. Cooking is not permitted.
12. Pets are not permitted.
13. The maximum number of guests in the room is two. All guests must be over 21 years of age.
14. A lost guest suite key will result in forfeiture of \$300.00 from the security deposit.
15. Management reserves the right to terminate the agreement upon failure of the guest or guests to comply with the terms and conditions of the agreement or failure to obey building rules. Forfeiture of the security deposit and suspension of guest suite privileges may result.
16. The resident, guest and/or owner, his/her/their respective executives administrators successors, and assigns hereby waive, release and forever discharge the corporation, the corporations directors, officers, managers ,agents, employees, and volunteers of and from any and all claims demands damages, actions, causes of actions, costs or expenses whether at law or in equity, however arising, which may hereafter be sustained against the corporation in consequence of entering into this agreement, including all damages, losses ,or injuries, not now known or anticipated, which may arise in the future and all effects and consequences thereof, and notwithstanding that same may have been contributed to or occasioned by the negligence of the corporation.



GUEST SUITE CHECK LIST

BEFORE

1 Bed
1 Comforter
1 Blanket
4 Pillows
2 Pillow Shams
3 End Tables
1 Coffee Table
3 Lamps
1 Shower Curtain
1 Clock Radio
1 Television & Express Vu Box
1 Coffee maker 2 mugs

Key Accepted _____

AFTER

1 Bed
1 Comforter
1 Blanket
4 Pillows
2 Pillow Shams
3 End Tables
1 Coffee Table
3 Lamps
1 Shower Curtain
1 Clock Radio
1 Television & Express Vu Box
1 Coffee maker 2 mugs

Key Returned _____

DAMAGES

Thermostat in guest suite is set at 75 degrees F. or 26 degrees C.

Concierge Initials

Concierge Signature _____ Date _____

Resident Signature _____ Date _____

SECURITY DEPOSIT RETURNED

Amount \$ _____

Resident Signature _____

Date _____