

GENERAL POLICIES FOR FURNISHED RENTALS

1. Occupancy availability begins after **12:00 noon** on the **FIRST** day of the lease. It ends at **10:00 AM** on the **LAST** day of the lease.
2. First month's rent is due one month in advance of your lease commencement and on the first day of the month thereafter. You will not receive billing invoices for rent.
3. The key to your home will be available at our office when you arrive. Our normal business hours are 9 AM to 5 PM, Monday through Friday. Please send a written confirmation of the date and approximate time you expect to arrive for accommodations outside those times.
4. We regret that we cannot meet you at the property upon your arrival or your departure. We would like to offer this perfect gesture of hospitality but it is impossible to be in many places at once. Please call us if there is any way we can assist you.
5. Please complete the move-in inspection form which will be provided with your keys. Return the form to us within 3 days of your move-in to avoid conflicts about the condition of the property.
6. Prior to your departure, we need you to do the following:
 - a. launder the sheets, bath & kitchen towels
 - b. remove opened or perishable items from the refrigerator
 - c. make sure that no trash remains in any interior or exterior trash can
7. A minimum fee of \$175.00 will be charged as a cleaning fee. If unusual housekeeping conditions warrant a greater cleaning fee such as dirty linens (\$50), trash is left behind (\$50), or carpet or upholstery is excessively stained or soiled (actual charges), additional charges will apply.
8. When you leave, please leave the keys and garage door opener(s) in the home. If you are unable to secure the door without the key, keys should be returned to the office or you may call our office to make other key arrangements in advance of your departure.
9. Excessive utility usage will be charged to you and is due upon demand. The **last** month's utility bills may appear as an estimated deduction from your deposit.
10. Security deposits will be accounted for within 14 business days of your move-out. Reasonable estimates of charges may appear on the accounting until all bills are received.
11. Our properties are **NON-SMOKING**. If there is evidence of smoking in the home, the home will be cleaned by a special smoke removal service and charged to you. It is expensive.
12. CANCELLATION POLICY: If you need to cancel for any reason, you may request that we re-rent the property on a "best efforts basis". A \$300 cancellation fee and per diem will be charged until the property is re-rented. When the property is re-rented, you will be reimbursed the per diem rent and the balance of your security deposit.
13. The Nordstrom Group, Inc. will not be liable for any personal items that are lost or damaged.

Tenant Signature

Date

Tenant Signature

Date