

Dear Prospective Guest:

Thank you for your interest in renting our Water Tower Village Loft in Arvada, Colorado!

Attached is the Rental Agreement for you to review. I hold reservations made over the phone or email for only 5 calendar days. To complete your rental reservation please do the following steps:

1. Sign the rental agreement. No alterations are permitted without the written approval of the owner.
2. Payment: Personal or business checks are required (sorry we don't accept credit cards) and MUST be accompanied with a photocopy of your driver's license matching the name on the check. Checks should be made payable to Water Tower Loft Corporate Housing, LLC. If you are reserving the property for an arrival date more than 15 days away, you may send only a \$500 payment to hold your reservation. If your reservation is less than 15 days away, full payment is required to hold the reservation.
3. Mail signed rental agreement, payment and a copy of your driver's license to:

Water Tower Loft Corporate Housing, LLC
5653 Yank St
Arvada, CO 80002
Fax: 303-484-6018

Please call Rebecca Cardie at 303-359-4122 if you have any questions. Thank you for your interest in our property. I hope you have an enjoyable stay and return again soon!

Thank You,

Rebecca Cardie
Owner
Water Tower Loft Corporate Housing, LLC

WATER TOWER LOFT RENTAL AGREEMENT (Page 1 of 2)

Loft Number: _____

Maximum Number of Guests Permitted: _____ (4 in Loft 311, 7 in Loft 103 and 6 in Loft 313)

Guest Name: _____

Home Address: _____

Home Phone: _____ **Cell Phone:** _____

Work Phone: _____

Date of Arrival: _____

Date of Departure: _____

Rental Rate: \$ _____ per month, \$ _____ extra day (Loft 311 & 313 are \$2150.00 / month, Loft 103 is \$2450.00 / month)

Cleaning Fee: \$150.00

Payment to Hold Reservation: \$500.00

Balance Due 15 Days Before Arrival: \$ _____ (Monthly Rental Rate + Cleaning Fee – Deposit)

Payment Schedule: Monthly Rental Rate above due on the same day of the month as the Date of Arrival.

1. AGREEMENT: Water Tower Loft Corporate Housing, LLC and Rebecca Cardie, (“the Owner”), and Guest agree as follows: Above Guest is an adult and will be an occupant of the unit during the entire reserved period. Other occupants will be family members, friends or responsible adults. Use of the premises will be denied to persons not falling within the foregoing categories, and as a result they would have to vacate the property immediately without any refund. No key codes will be issued to anyone who is not an adult.

3. PAYMENT: The signer of this document agrees to pay Owner the first month rental price and cleaning fee above which must be paid in full by check or money order at least 15 days prior to check-in. Any damages, losses or excessive cleaning charges incurred by you or your group will be charged to Guest. If Rental is not received 5 before arrival this lease agreement is void. If monthly rent is not received by the due date Guest agrees to immediately vacate the property.

4. PETS: We do not allow pets at any time for any duration of visit.

5. CANCELLATION: Due to the nature of the business, we cannot accept cancellations. You will forfeit all sums paid unless we are able to re-rent the property to someone else, at the same rate, for the same period. We will do our best to do so, but there can be no guarantees. If a cancellation occurs within 30 days of arrival, no refund will be issued and all funds are forfeited. If Owner has to cancel the reservation for any reason, any amounts paid for unused rental time will be refunded within 5 business days.

6. ARRIVAL: Check in time is 4:00 PM. EARLY CHECK IN TIMES ARE ALLOWED ONLY WHEN THE PROPERTY IS CLEANED AND READY FOR OCCUPANCY AND PRIOR APPROVAL IS REQUIRED. Key code will be provided 24 hours before arrival. The key code combination will not be issued with a balance owing or without a signed rental agreement.

7. DEPARTURE: Check out time is 10:00 AM, PRIOR APPROVAL IS NEEDED FOR LATE CHECK OUT.

8. CLEANING: Each property will be inspected and cleaned after your departure. The cleaning fee above will provide for four hours of normal cleaning so that you can enjoy your housing up to the last moment. YOU ARE REQUIRED to leave the property in the same general condition in which it was received. We would also appreciate it if you would make sure that dishes are placed in the dishwasher and the home is generally picked up and ready to

be vacuumed and dusted. THE PROPERTY IS NON-SMOKING. Smoking in the properties will result in an additional charge.

10. WHAT WE SUPPLY: The property is equipped and set up as a fully furnished property that will include linens, blankets, pillows, towels, as well as a fully equipped kitchen, TVs, furnishings, and outdoor furniture. Although we made every effort to anticipate most people's needs, We may not have all the items you may be accustomed to having at your own home. The property has internet, cable television and phone service installed, but there is no guarantee that all of these items will be functional to your requirements during the time of your stay since we do not control the operations of the service providers.

11. WHAT YOU SHOULD BRING: Although the bathroom will be stocked, you might want to bring with you such personal items as bath soap, shampoo, or any other personal toiletries.

12. SLEEPING CAPACITY/DISTURBANCES: Guests and all other occupants will be required to vacate the premises and forfeit the rental fee and security deposit for any of the following: A. Occupancy exceeding the sleeping capacity stated above. B. Using the premises for any illegal activity including, but not limited to, the possession, serving or consumption of alcoholic beverages by or to persons less than 21 years of age. C. Causing damage to the premises rented or to any of the neighboring properties. D. Any other acts which interferes with neighbors' right to quiet enjoyment of their property including complaints to the homeowners association. If Guest causes owner to be fined by the homeowners association for any activities relating to the stay of the Guest than Guest will be fully liable to Owner for all charges. IF, FOR ANY REASON, LAW ENFORCEMENT IS NOTIFIED DUE TO DISTURBANCES EMANATING FROM THE PREMISES OR GROUNDS, THERE WILL BE A MINIMUM \$250 CHARGE.

13. HOLD HARMLESS: Owner does not assume any liability for loss, damage or injury to persons or their personal property. Neither do we accept liability for any inconvenience arising from any temporary defects or stoppage in supply of water, gas, electricity or plumbing. Nor will Owner accept liability for any loss or damage caused by weather conditions, lack of snow, natural disasters, acts of God, or other reasons beyond its control. Refunds will not be issued for any of the aforementioned items.

14. PATIO: Guest hereby acknowledges that the property they have reserved includes a patio. The Guest is fully aware that the patio/deck can be dangerous, that the deck/patio can be slippery when wet, and that injury is likely to occur to anyone who is not careful. With full knowledge of the above facts and warnings, the Guest accepts and assumes all risks involved in or related to the use of the patio area.

15. OPTIONAL CONTRACT RENEWAL: Guest has the option of renewing this contract on a monthly basis with approval of the Owner. Guest may choose to notify Owner via writing, email, phone, or in person and this contact will be considered renewed at the same terms with a new departure date agreed to by the Guest and Owner.

16. ADDITIONAL TERMS AND CONDITIONS: The undersigned, for himself/herself, his/her heirs, assignors, executors, and administrators, fully releases and discharges Owner from any and all claims, demands and causes of action by reason of any injury or whatever nature which has or have occurred, or may occur to the undersigned, or any of his/her guests as a result of, or in connection with the occupancy of the premises and agrees to hold Owner free and harmless of any claim or suit arising therefrom. In any action concerning the rights, duties or liabilities of the parties to this agreement, their principals, agents, successors or assignees the prevailing party shall be entitled to recover reasonable attorney fees and costs.

Signature of Guest: _____

Printed Name of Guest: _____

Date Signed: _____

The Lofts at Water Tower Village Condominiums

Homeowner Information Sheet

Dear Homeowner:

Please complete the following information so the HOA may update their files with the correct information.

Colorado Management & Associates, Inc.
13900 E Harvard Ave, Suite 330
Aurora, CO 80014
Email: ESandoval@ColoradoManagement.com or Fax: 720-748-3021

HOMEOWNER INFORMATION

Rebecca Cardie / Water Tower Loft Corporate Housing, LLC
5653 Yank St
Arvada, CO 80002
303-359-4122
Rebecca@watertowerloft.com

RENTERS INFORMATION

If you have a renter in your unit, it will assist the Management Company in the event they must gain immediate access to your unit because of any emergencies. In addition, it is required that you provide the Management Company with a copy of each current and new tenant lease.

Renters Name(s)

Address

Pets (Types, Color, Weight and Name)

Renters Home Phone

Renters Work Phone (In case of emergency)

Vehicles (Make, Model, License Plate #)

Email Address