

## Rental Agreement

This is a Short Term Rental Agreement made between Ellen Trainor (“owner/manager”) and \_\_\_\_\_ (Full Name of responsible party -“guest”) as of the date established on the signature page of this Rental Agreement.

1. Property: The Guest House is located at 1160 County Highway 18, Tower Hill, IL 62571  
The property is fully furnished. This includes linens, towels, dish towels and detergent, toilet paper and paper towels, laundry facilities and detergent, hair dryer, as well as many kitchen appliances. For a full listing and more details regarding the amenities offered, please check the website [www.lakeshelbyvilleguesthouse.com](http://www.lakeshelbyvilleguesthouse.com)  
There is not daily housekeeping service.
2. Rental Party: Must be over 21 to rent the property.  
Note –Campers, Boats or Recreational vehicles are not permitted to be hooked up to electricity on premises. If there is a need for this type of accommodation, please contact the Manager with questions.
3. Term of the Agreement: The rental agreement begins at 3:00 pm on \_\_\_\_\_ and ends at 11:00 am on \_\_\_\_\_. Failure to vacate as scheduled will result in a fee of five hundred dollars (\$500.00) per day will be assessed until the property is vacated.
4. Access: Guest shall allow Owner/Manager access to the property for purposes of repair and inspection. Owner/Manager shall exercise this right of access in a reasonable manner

5. Rental Rate and Fees:

Rental Amount .....	\$_____
Tax	\$_____ (IL Motel Tax 9%)
Subtotal.....	\$_____
Cleaning Charge .....	<u>\$100.00</u>
Security/Damage Deposit (refundable).....	<u>\$100.00</u>
Total Due.....	<u>\$_____</u>

6. Refundable Security/Damage Deposit: \$100.00 will be paid along with the rental fee. The Deposit shall be refunded within 7 days of the Check-out Date provided no deductions are made due to :
  - a. Damage to the property or furnishing;
  - b. Dirt or other mess requiring excessive cleaning; or
  - c. Any other cost incurred by the Owner due to the Guest’s stay which is above and beyond reasonable wear and tear of the property and/or its permanent contents.

\*Note – If the premises appear dirty or damaged upon Check-in, Guest shall inform Owner/Manager immediately.

Guest initials indicating have read this page and agree \_\_\_\_\_

7. The Owner is not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The Owners are not responsible for the loss of personal belongings or valuable of the Guest. By accepting this reservation, it is agreed that all Guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise.
8. Cancellation Policy: Notify Owner as soon as your plans change. This can be done in writing by emailing: [info@lakeshelbyvilleguesthouse.com](mailto:info@lakeshelbyvilleguesthouse.com) or calling 217-259-2882.  
Cancellations received:
  - Thirty Days (30) or more prior to check-in will result in 100% refund of all fees paid.
  - Fourteen Days (14) prior to check-in will result in 100% of the rental and cleaning fee being refunded and all of the security deposit will be forfeited.
  - Within Seven (7) days of check-in will result in only the Deposit in refund.  
OR a full payment will be credited towards another stay within a year of the original reservation.
  - NO refunds will be given for weather or other events outside our control that prevent the Guest from arriving on the agreed upon dates.
9. Insurance: We encourage all renters to purchase travel insurance.
10. The Guest House Rental Rules
  - Smoking is not allowed within the home or on the front porch. Smoking is allowed in the yard/patio area as long as smoking materials are disposed of properly in the receptacles provided. Violation of this policy may result in forfeiture of some or all of the Deposit.
  - People other than those in the Guest party previously listed may not stay overnight on the property. Any other person in or on the property is the sole responsibility of the Guest.
  - Pets are NOT ALLOWED on the property – inside or out. There is a boarding facility called Prairie Paws Inn within five (5) miles of The Guest House. [www.prairiepawsinn.com](http://www.prairiepawsinn.com) Brix Veterinary Service located in Shelbyville, 217-774-5464.
  - Towels and Linens should be left in the house. Bring beach towels if you will be need towels off the premises.
  - Septic: The Guest House is on a septic sewer system. It is important not to flush anything other than toilet paper.
  - The Guest House is part of a working farm. There are cattle in the pasture surrounding The Guest House and farm equipment, vehicles and personnel that may be working in the area. The Guest House has an ELECTRIC perimeter fence around the yard. Guests are not permitted past this fence. At times during the year, there may be farm trucks or equipment parked or in use on the property. Because it is a working farm, there may be dust and noise during working hours. Guests are not permitted on or near any of the farming equipment or trucks. Guest are also not permitted contact with the livestock on the property.

Guest initials indicating have read this page and agree \_\_\_\_\_

11. Before Checking out, Guest will:

- Wash all used pots and pans (can be left clean in the drainer) and make sure dishes are loaded in the dishwasher. Owner will start the dishwasher
- Take garbage out to the trash dumpster. Unfortunately, we have no access to recycling at this location.
- Leave all USED towels, washcloths in the shower in the main floor bathroom.
- Leave any beds used during your stay UNMADE.
- Check that the stove and oven are off.
- Furnace or Air Conditioner: Leave A/C set to 80 degrees in months May through September. Leave Heat turned down to 65 in the months October to April.
- Check that all doors (front, side and back) are securely closed and locked
- Leave a note tell Owner about anything that needs attention.
- Turn out all lights, except front and back porch lights.

I agree to the terms of this Short Term Rental Agreement, the Rental Rules and will comply with the checkout procedures. I agree that all rental monies are non-refundable per cancellation policy above. I am 21 years of age or older. I have read my rights to purchase travel insurance.

Guest Signature	
Guest Name (printed)	
Guest Home Address	
Date	
Phone # (during stay)	
Guest Email	

Return completed form with \$100 deposit to confirm booking:

- Via email to: [lakeshelbyvilleguesthouse@gmail.com](mailto:lakeshelbyvilleguesthouse@gmail.com)
- Via US Mail: The Guest House  
ATTN: Ellen Trainor  
1160 County Highway 18  
Tower Hill, IL 62571

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