

1122 Seminary Street
Key West, Florida 33040

- **Deposit:** A deposit equal to 50% of stay applies at time of booking. Balance is due 120 days prior to arrival. If arriving within 120 days of booking, full payment is due at time of booking and is non-refundable.
- **Security deposit:** An additional security/damage deposit of **\$1,000.00** is due with reservation and is **refundable after inspection of home and premises** at departure. The security deposit will be released after Mr. Alistair Closs (property manager in Key West) does a walk-through of our home. You will be charged if damages occur, for extraordinary cleaning and laundry required, international telephone charges (domestic calls are free), pay-per-view movies charged to the home, dirty dishes not loaded into dishwasher, garbage not disposed of properly in outdoor container and furniture not left in the original location.
- **Payment:** Check, money order or credit card.
- **Shortened stay:** No refund for shortened stays.
- **Cancellation:** Full refund requires 120 days notice, less \$250 handling fee. If cancellation occurs within the 120 day cancellation period, the entire stay is non-refundable. If you are concerned about potential health issues, illnesses in your family, etc. please purchase Travel Insurance.
- **Returned Checks:** A \$75 check fee will be charged if a check is returned by the bank for insufficient funds.
- **Late night noise:** Our home is in a residential neighborhood and is unsuitable for loud voices, music or partying, either indoors or outside. KEY WEST HAS A 10PM NOISE CURFEW. If behavior or noise results in a neighbor making a noise complaint after 10pm or any violation set forth by the City of Key West laws and ordinances, or any other violation of the rental agreement, you will be charged a \$100 fee for the first violation. If another complaint is received, you will be asked to leave with no refunds given.
- **Smoking:** We offer a smoke free environment. If you smoke inside, you will be asked to check-out and be charged a \$200 cleaning fee.
- **Pets:** No pets are allowed at the home. If pets are in the home, you will be asked to leave and no refund will be given. Thank you.
- **Check-In Time:** 3:00 p.m. A lockbox is located on a water pipe on the right-hand side of the house. The code is 021783.

TO OPEN THE LOCKBOX:

1. On the front of the lockbox are two black levers. Slide the bottom button down to "Reset" and release.
2. Punch in the code (021783) and slide the top black lever down to "Open" and HOLD.

3. The front of the lockbox will disengage from the body of the lockbox. The lockbox itself will **not** detach from the water pipe.
4. If, at any time, you feel that you have made a mistake, push the "Reset" button down and release. Then start over.
5. A key for the front gate and the front door are inside. Extra keys may be obtained by calling Mr. Alistair Closs at 305-360-7323 if pre-arrangements have not been made. If you have previously asked for additional keys, they will be on the kitchen counter.

TO CLOSE THE LOCKBOX

1. Slide the bottom button down to "Reset" and release.
2. The combination (021783) must be re-entered. Punch in the code.
3. Slide and **HOLD** the top black lever down.
4. Replace the front of the lockbox and release the black lever.
5. Once the front of the lockbox is engaged, press the bottom black lever down to "Reset" and release. This will ensure that the lockbox is ready for the next user.
6. Please be sure that these keys are returned to the lockbox when you depart. If, for some reason, you cannot return the keys to the lockbox, please give Mr. Closs a courtesy call (305-360-7323), as the next renter will be looking for the keys in the lockbox. Thank you.
 - **Check-Out Time:** 11:00 a.m. Please leave any extra keys on the kitchen counter where they will be retrieved by Mr. Closs. Please be sure to put the original set of keys back in the lockbox. Please contact Mr. Closs by phone (305-360-7323) the day before your departure to arrange for a walk-through on the day of your departure. If the walk-through cannot be arranged on the day of departure, Mr. Closs will do a walk-through at the earliest possible date to assure that your security deposit is released in a timely fashion.
 - **Groceries:** Fausto's Grocery Store is just two blocks from the house. The phone number for Fausto's is 305-294-5221 or 305-296-5663, if you want to order food to be ready when you arrive. Guests may also visit their website at www.faustos.com.
 - **Maid Service not included:** While linens and bath towels (and beach towels) are included in the rent, daily maid service is not included in the rental rate. For extra housekeeping services requested during your stay, contact Alistair Closs at 305-360-7323. Charges are \$20/hour and are paid directly to Mr. Closs.

- **Swimming pool:** The swimming pool heater will be set at 85° for your comfort. Please do not adjust settings on the pool heater. The waterfall for the pool can be activated by flipping the lever marked “SHEER” inside the pool shed. Likewise, the Jacuzzi jets can be activated by flipping the lever marked “JETS” inside the pool shed. Both of these features are most effective if the “RETURN” level is flipped to the off position. However, when the waterfall and/or jets are turned off, the “RETURN” level **MUST** be turned back to the on position to assure constant filtering of the water. Having all three levers (jets, waterfall and return) in the off position will create extreme pressure inside the pipes and will cause bursting. Pool service is performed on Friday’s.
- **Beach towels:** Beach towels are in a container under the counter in the kitchen in the guest house.
- **Parking:** Parking is extremely difficult to find in Old Town and most spots require a residential permit. The home has off-street parking for one vehicle.
- **Bicycles:** Four bicycles are included in the rental for easy traveling around Key West. You are responsible for the bicycles and any damage to them. Each bike has a lock which must be used whenever the bike is left unattended. When the bikes are parked at the house, the locks should also be in place and the **bikes placed on the front porch**. Leaving the bikes in the front yard (i.e. not on the porch) causes severe rusting. Front and rear lights for three of the bikes are provided, as well as two handlebar baskets. Please return these to the front hall closet when checking out. The lock code for all of the bikes is the same: **1122**. This should be easy to remember, as it is the address of the house.
- **SPRING BREAKERS:** Occupants under the age of 25 must be accompanied by a parent, guardian or a family group. If it is discovered that occupants are under the age of 25 and not accompanied by any of the above, they will be asked to leave with no refund.
- **Hurricane Cancellation Policy** - Effective June 1 to Nov. 30: We do not refund for inclement weather, potential hurricanes, evacuation orders or other circumstances beyond our control. Travel Insurance to protect your vacation investment can be purchased.
- **Number of guests:** The rental agreement specifies the number of adults and children allowed to stay as guests in the unit. If a number greater than the agreed upon number occurs, you will be asked to leave with no refund. The guest signing the rental agreement assumes all responsibility for the actions and behavior of all guests and agrees to follow the rules of the property.
- **Lock out:** If guests lock themselves out of the house and Mr. Closs is called to open the home (305-360-7323), a \$100 charge will be imposed. If keys are lost, there will be a \$50 charge for each key.
- **Replenish consumables:** The home will have all of the linens, cooking utensils and initial consumables provided (toilet paper, paper towels, plastic wrap, aluminum foil, coffee filters, salt/pepper, dishwashing detergent, laundry detergent, and propane gas for the grill). You are requested to replenish this supply upon your departure (except for propane). Thank you.
- **Telephone:** You are welcome to use the telephone at the house for **domestic US** calls. The phone number at the house is 305-517-6162.
- **WiFi:** The home is equipped for wireless internet access. In the study you will find a card with information and password for sign-on.
- **TV in living room:** A laminated sheet of instructions has been left in the living room for the operation of the TV which is located in the credenza. Following the instructions carefully is important, as the TV and sound system have complex wiring. Please do not allow unsupervised children to play with the remote control.
- **Outdoor dining:** A folding picnic table and chairs are located in the front hall closet. This can be set up in the back patio for outdoor dining near the grill.

- **Rain gear:** In the potentially unfortunate event of bad weather, some rain ponchos and umbrellas can be found in the front hall closet. Please return them to the closet for the next guests.

Bonnie Boccitto
609-951-8404 (office)
609-466-2145 (home)
609-203-2634 (cell)