

London Apartment Booking Form

Name: _____

Address: _____

Email: _____ Business Phone: _____

Mobile Whilst Travelling: _____

Name of booked property: _____

Booking Number: _____

Check-In Date: _____ Check Out Date: _____ Number of Nights: _____

Total Number in Party: _____

Names and age in the Party:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

FLIGHT INFORMATION IS VITAL

Date and time of arrival: _____

Airline and flight number: _____

Flying from: _____

Arriving at which London Airport: _____

Landing time: _____

Time of check-out on departure day (up to 10:30am) _____

If not yet known, essential to be notified at least 4 days in advance of your arrival.

Signed: _____ Date: _____

I am duly authorised on behalf of each member of the party to sign this for. I agree that the occupancy of the property is for a short term holiday let only.

London Apartment Terms & Conditions

1. A non refundable booking deposit of 50% of the total rental cost is required at the time of reservation. Final payment is due 60 days prior to rental commencement.
2. If arriving within the 60-day period, full payment is required at the time of booking, upon booking confirmation.
3. Cancellations before arrival: a refund, less the non refundable booking deposit and a AUD\$255.00 administration fee will be made provided the property can be re-let for the cancelled dates. If the property cannot be re-let, no refund will be provided. We strongly recommend comprehensive travel insurance to cover cancellation fees.
4. Minimum payment is one week's rent, occupation is only for the dates specified and confirmed.
5. All arrivals will be met at the property. Prior information of flight details are required. Arrivals will be monitored and a charge will be levied should there be excess waiting time. If flight arrivals are later than 3.30 pm on any day, it is mandatory that a driver transfers you from the airport and the keys to the property will be handed over. The cost of this will be added and advised.
6. A damage deposit is held against damage and breakages and use of the telephone. This is returned within 4 weeks of departure subject to appropriate deductions being made. If damage or call charges exceed the amount held as security deposit, the excess will be debited to your credit card. By signing the booking form you authorise such charge.
7. All rentals include gas and electricity.
8. Telephones are metered by British telecom for the cost of calls made during your stay and this will be deducted from the damage deposit. The property may not be used for commercial purposes.
9. No animals are allowed unless specifically agreed.
10. Cleaning is mandatory after 2 weeks' occupancy at a minimum of 1 visit per week thereafter. If cleaning is required we can arrange this at an additional rate which will be added to your account.
11. Only the named people on the booking form may occupy the property and any change or extra people will automatically and without notice bring the contract to an end.
12. Properties may be occupied from 12.00 noon with departure by 10.30 am unless otherwise specifically requested and agreed. A surcharge will be levied if entry before 08.00 is requested and agreed.
13. Arrangements for checkout and key collection must be made at least 2 working days prior to the departure date. Failure to return all keys will create an automatic charge of AUD\$150.00 per set.
14. All properties are equipped with linen, towels, china, glasses, telephone and television unless otherwise stated.
15. Telephone numbers of properties can be given in advance upon payment in full.
16. We reserve the right to offer alternative properties of similar quality, size and price in the event of the property chosen not being available due to circumstances beyond our control...
17. Baby cots, 'z' beds with linen (cots) and high chairs may be rented on request.
18. Occupants must undertake not to make any alterations, additions to, or take away from the premises any of its contents, nor to create cause to require redecoration or repair to the property. To quietly enjoy the property and not create such noise or nuisance as to cause complaint from neighbours, especially after 11 pm and before 8.00 am.

London Apartment Credit Card Authorisation

**Refundable Security
Deposit GBP400.00**

I authorise the use my credit card for charges relating to my booking at

Property Name _____

This charge(s) will be placed on my
Mastercard
VISA
AMEX

Card No _____ Expiry Date _____ / _____

Security Number _____

Name of cardholder: _____

Billing address: _____

The following Merchant Fees Will Be Added
VISA & MASTERCARD + 2½%
AMEX + 3¾%

Date _____

Signature of Card Holder _____