

Date:

Property Address:

Rental Term - From:            to

Dear            ,

Thank you for choosing our home for your next vacation. I am sure you will be very pleased with your accommodations and location.

**The following are items that need to be addressed by you within the next 7 calendar days.**

1. Attached is the **Rental Agreement**. Please print, review, sign and mail to me along with the initial payment of \$ \_\_\_\_\_ to secure the date within 7 days to \_\_\_\_\_ . Please make a copy for your records.

The initial payment includes refundable security deposit: : Yes : No

2. If you did not already complete; please print, complete, and return the attached **Short Term Rental Application**. This application is required to secure your reservation. Please mail along with the rental agreement or fax to our office at \_\_\_\_\_ .

Please note the final payment of \$ \_\_\_\_\_ will be due \_\_\_\_\_ . Keys for the property will be left for you at the property in a lock box. Upon final payment, a letter or email with the lock box code will be sent to you on or about 7 days prior to your arrival.

Thanks again. If you should have any questions, do not hesitate to contact me at \_\_\_\_\_ . I can also be reached by e-mail at \_\_\_\_\_ . You will get a response within 24 hours.

Sincerely,