



Guest Name: \_\_\_\_\_

Villa Name: \_\_\_\_\_

Number of Adults \_\_\_\_\_ Children under 4yo: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

**Flight Information -**

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Airline/Flight Number: \_\_\_\_\_

Airline/Flight Number: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

\*Have you stayed with us before? \_\_\_\_\_ If so, when and where? \_\_\_\_\_

\*If arriving earlier than your scheduled arrival date with us, where are you staying? \_\_\_\_\_

\*If reserving a jeep on your own, please let us know the jeep rental company. \_\_\_\_\_

**Short Term Rental Agreement**

This Short Term Rental Agreement is made by and between Caribbean Villas of St. John and as set forth on the signature page of this agreement. For good & valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows. Complimentary Check-in: There is one complimentary check-in per party (transportation not included) up until the 7 pm boat. ***8 pm or later arrivals will incur a \$50 fee. This needs to be prepaid or it will be charged towards your damage deposit.***

**Check-in Time: 3:00 pm    Check-out Time: 10:00 am**

Villa Security/Drones: A safe is provided for you to use to protect your belongings. There is a \$35 charge per visit for maintenance to come to the villa to open due to operator error. Keep all doors, windows & sliders locked, especially at night & when you are not home. **Drones are not allowed to be flown from the villas and/or surrounding areas on St. John.**

Smoking/Drugs: Smoking is not allowed in any property or rental vehicle. No illegal drug use or possession is allowed in/on any property. Guests will be fined up to \$200 for smoking violations.

Lost Keys: A \$175 fee, per key will be charged to guests' security deposit if a villa key, safe key or gate key is lost or misplaced.

Personal Effects: Villa Owner, manager & rental agent are not responsible for Guest's personal belongings that are lost, stolen or left behind. There is a \$25 - \$75 retrieval fee plus the cost of shipping depending on villa location will be charged if items are left behind & found.

Villa Occupancy: The maximum occupancy is limited to the number of guests booked & paid for at the villa. No weddings, functions, parties, meetings or receptions are allowed without written permission. Violations will result in immediate eviction & forfeiture of all funds.



Trip Cancellation Insurance: If you do not have a source for cancellation insurance there is a website with suggestions and reviews-Consumer Advocates - Trip Cancellation Insurance. <https://www.consumersadvocate.org/travel-insurance/best-travel-insurance> Please verify all terms and conditions of coverage with the trip cancellation insurance company. It is the guests responsibility to cover themselves in the event they need to cancel or change their vacation plans.

Cable/Internet/Phone/Electricity: In the USVI these services are frequently interrupted. Please report any outages to the St John Office. There will be no refunds for these interruptions. We do not guarantee internet quality or speed.

Maintenance/Complaints: No refunds will be considered unless the problem has been reported during your stay at the villa. There are no refunds for malfunctioning hot tubs.

Garbage Removal: Guests are responsible for removal of all trash from their vacation rental. A \$125 fee will be charged to your damage deposit if rental agent is required to remove trash left behind. There are dumpsters located on the side of the roads for guests to use.

Substitution: Caribbean Villas of St John reserves the right to substitute comparable or better accommodations without liability, should the villa reserved be sold, out of order, double booked or be deemed substandard by us for any reason. If comparable accommodations are not acceptable to the guest, the guest may receive a complete refund of all prorated rent and hotel tax/service charge paid for the original villa.

Please Initial. Cancellation Policy: All payments/reservations are non-refundable and non-changeable. Should you be forced to cancel/change for ANY reason and a replacement rental is obtained for your entire set of travel dates, your deposits will be refunded less a 20% administration fee of the total room charge. If a replacement rental is not obtained for your the entire set of travel dates, there will be no refund. If the Governor closes the island of St. John, USVI to tourists and trip cancellation has not been purchased, your funds will be held on account for a future stay. There will be no exceptions to this policy.

Please Initial. Hurricane and/or Storm Policy: There will be no refunds given for acts of God or force majeure, such as hurricanes, tropical storms, etc., on St. John, USVI. This policy applies to current and all future guests who have reservations to travel or are on St. John. We highly recommend trip cancellation insurance. If insurance is not purchased and St. John is impacted by an act of God or force majeure no refunds will be offered. There will be no exceptions to this policy.

Please Initial. Liability Release: Guest agrees to indemnify and hold harmless owner, manager and rental agent from any and all claims or causes of actions arising from the rental and occupancy of the residence by the Guest or invites. Owner, Manager and rental agent assumes no responsibility for insurance the residence is locked and secured and



guest's belongings are secured in the safes, and Guest further acknowledges they will exercise extreme caution regarding the pools, decks, railings, walkways, staircases, shoreline, driveway and courtyard, road, and all adults will constantly supervise children in and around these areas. This property is privately owned and the Owner and Property Manager reserve the right to refuse service to anyone at their discretion.

I have read the above & accept the conditions of the cancellation policy, procedures, rental policy & liability releases stated above, in addition to the Caribbean Villas Reservation/Terms & Conditions Policies set forth on our website –www.caribbeanvilla.com A damage deposit is required for all rental villas/condos. The required damage deposit will be given at the time your reservation is made. Your visa/mastercard number & signature is required for the damage deposit on the villa/condo (\$500 - \$1500) depending on the villa/condo. The damage deposit will be authorized 2-10 days prior to your arrival. **This is NOT for your villa/condo payment.** If your villa requires a prepaid damage deposit, we still require a visa/mastercard number on file. We will not process an authorization to your card if the damage deposit is prepaid.

Guest Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Visa/MasterCard Number: \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Guest Signature: \_\_\_\_\_

Best contact number while on island (cell phone): \_\_\_\_\_

**Bed Configuration:** Some homes have twin beds that convert to kings. Unless specified on this form PRIOR to your arrival, bedding configuration will be left as is. There will be a \$100 fee charged to your damage deposit if you request a bed change upon arrival.

Your request: \_\_\_\_\_