



Group Lodging Agreement

ORIGINAL (Sign and Return This Copy)

8606 Coastal Highway
Ocean City, Maryland 21842
410-723-4500 800-756-8223
rentals@century21newhorizon.com

Reservation Date: «BookDate»

Arrival Date: «StartDate»

Reservation #: «BookingNo»

Departure Date: «EndDate»

Property: «PropAddress1»

Adults: «NumAdults»

Children: «NumChild»

Guest Phone: «Guest1TeleNo»

Guest email: «GuestEMail»

CHECK IN TIME: 3:00 – 5:00 P.M.
CHECK OUT TIME: 9:00 – 10:00 A.M.

Registered Guest: «GuestName»
«GuestAddress1»
«GuestAddress2»
«GuestCity», «GuestState»
«GuestZip»

ABOUT YOUR ACCOMMODATIONS:
«PropDescription»

YOUR CHARGES ARE AS FOLLOWS:

Total Rent	«RentAmount»
Travel Insurance (optional) ¹	«InsuranceAmount»
«ExtraDescription02»	«ExtraAmount02»
«ExtraDescription06»	«ExtraAmount06»
«ExtraDescription07»	«ExtraAmount07»
«ExtraDescription08»	«ExtraAmount08»
«ExtraDescription09»	«ExtraAmount09»
«ExtraDescription10»	«ExtraAmount10»
Sales & Room Taxes	«ExtraAmount07»
Damage Deposit (refundable)	«ExtraAmount08»
«ExtraDescription01» (optional) ²	«ExtraAmount01»
Total	«TotalTotalSecDep»

Payments Received To Date	«PaidTotal»
Payment Due Now	«OSAmount01»
Balance Due 30 Days Before Arrival	«OSAmount02»

¹ I hereby decline Travel Insurance _____ (Initial)

² I hereby decline Easter Seals Donation _____ (Initial)

You will receive a revised statement of account reflecting any changes made above.

(Total without Travel Insurance) 0)

PAYMENT AND CHECK-IN PROCEDURES

- Advance Payment and Confirmation.** You must sign this original "Lodging Agreement" and return it to us with any "Payment Due Now" by «FirstDate». Please keep "Your Copy". There is no binding agreement until we acknowledge your payment with a "Confirmation". If we do not receive your signed "Lodging Agreement" and payment by the date specified, we may re-rent the unit without notifying you. In correspondence and on the phone, please use the same name as printed on this agreement as "Registered Guest", to avoid confusion in records.
- Balance Due.** The rent balance and any other remaining fees and damage deposit are due thirty (30) days prior to your scheduled arrival date. Except for the damage deposit, you may pay by check, VISA, MasterCard, or Discover card. No credit cards are accepted for the damage deposit; the damage deposit must be paid by check or other certified funds. No checks are accepted less than thirty days prior to check-in.
- Damage Deposit.** You must pay a damage deposit in the amount of «SecurityDeposit» at least thirty (30) days prior to your scheduled arrival date. The damage deposit will be returned approximately thirty (30) days after your departure, if there are no damages or other loss related to your stay. Damages and related losses will be deducted from your deposit, and the return of your balance may be delayed for an additional reasonable time if necessary to determine the cost of damage or loss. Your liability for damages is not limited to the amount of the damage deposit. You will be billed for any damages and/or loss over and above the amount of your deposit; collection costs, if necessary, will be added to the amount you owe. All Guests occupying this property are jointly and severally responsible for any and all damage and/or other loss related to your occupancy of this property.
- Check-in.** Check-in is between 3:00 and 5:00 PM only. You must check in at our CENTURY 21 New Horizon office, 8606 Coastal Highway in Ocean City, MD unless otherwise instructed in writing for your specific property. **All registered Guests must be present at our office before occupancy will be allowed, and each Guest must present a valid government-issued photo ID at that time.** Bring your "Confirmation" of this Lodging Agreement when checking in. Keys are not available until your unit is ready for occupancy. Our office closes at 5:00 PM. If you do not check in by 5:00 PM on «StartDate» you cannot check-in until after 9:00 AM the following morning, with no adjustment in price. If you have not checked-in within 24 hours of check-in time and have not called our office to make other arrangements, your pre-paid rent and any other advance payments will be forfeited and we may re-rent the unit.
- Cancellation Policy.** If you must cancel your reservation, we will make every attempt to re-rent the unit for the same period and rent amount that you have contracted for. If we do re-rent for the same period and rent amount, you will receive a refund less 16% of the full rent you had agreed to. If we are unable to re-rent the unit as specified, you will forfeit all monies prepaid on your account.
- Processing Fee.** There is a non-refundable «ExtraAmount02» processing fee for this reservation included in your charges.
- Easter Seals.** We are a proud supporter and fund-raiser for Easter Seals. Your charges include a voluntary contribution of one dollar to Easter Seals. You may accept, delete, or increase this contribution. (Please initial any changes in the "Your Charges" box above.)
- Guest and Parental Liability.** All Guests/co-Guests must sign this Agreement and are jointly and severally liable. This Lodging Agreement is only valid if our separate Parental Responsibility addendum has been signed by a parent (or legal guardian) of each Guest or co-Guest. This Agreement may not be signed by a minor, under 18 years of age. You may not sell, assign, nor sublet all or any part of your interests in this Lodging Agreement. By signing below as the Registered Guest or co-Guest, you accept all of the terms and conditions of this Lodging Agreement, including all of those printed on the reverse side, as well as the separate House Rules enclosed.
- Thank You.** We appreciate your patronage, and look forward to hosting your visit. If you enjoy yourself, and respect the property entrusted to you, we will look forward to hosting your return visits in the future.

«UserBook»

CENTURY 21 New Horizon, Agent for Property Owner

Guest Signatures: (Must include "Registered Guest" named above. This is a legal agreement. Please read both sides.)

x
x
x

x
x
x

x
x
x

x
x

x
x

x
x

WHAT'S PROVIDED AND WHAT YOU SHOULD BRING

- 10. The unit includes all furnishings required for normal living conditions, except linens, soaps and paper products. You must furnish your own sheets, pillow cases, towels, soap, toilet paper and paper towels. (CAUTION: Automatic dishwashers, where provided, require automatic dishwashing detergent. Liquid dishwashing detergents will damage the appliance and cause overflowing.)
- 11. Pillows, bedspreads and blankets are provided, however these are for use as bedding on the beds only. You must bring your own blankets and towels for use on the beach, by the pool, on the balcony, etc. Units are set up for light housekeeping, including cooking and eating utensils, but you may want to bring your favorite special utensils. All units are equipped with cable hookup for TV and one color TV is provided as a courtesy of the owner, unless otherwise specified.
- 12. You may arrange to rent cribs, highchairs, strollers, TV's and linens from an outside service through our office, by advance reservation. Please keep in mind that no maid service is provided during your stay. A vacuum cleaner is available for your personal use in most units.
- 13. Unless otherwise indicated, the unit includes one parking space; however, a deposit or nominal fee may be required for a parking permit, at the discretion of the building's Condominium Association. Be advised that unauthorized vehicles parked in spaces on private parking lots are subject to towing or ticketing and a fine under Ocean City ordinances.
- 14. Unless otherwise indicated, a telephone is provided in your unit. The phone number is printed in the "About Your Accommodations" section on the front of this Agreement. Local calls are free, but you must charge long distance calls to your credit card. You may be charged a modest administrative fee by the long distance service, plus the cost of the call.
- 15. Sorry, we cannot deliver messages left for you at our office. Leave the phone number of your rental unit or the Ocean City Police phone number (410-723-6600) with the folks at home in the event of an emergency. The Police are open 24 hours a day.

CONDITION OF THE UNIT

- 16. Rental units managed by CENTURY 21 New Horizon are privately owned and reflect the personal needs and tastes of the individual Owners. Our standards are high. However, the condition of the unit as well as the furnishings will vary according to the Owner's desires.
- 17. By accepting this Lodging Agreement as a rental "Guest", you agree to be responsible for any damage to the dwelling or grounds and to the furnishing which occur during your stay through act or negligence of you, your family, friends or social guests. You agree to surrender the property at the time and date specified in as good condition as it was at the beginning of your stay, except for reasonable wear and tear, act of God, and/or other causes over which you have no control. If the unit is not left in satisfactory condition, you will be charged for repair and restoration to satisfactory condition, plus lost rents. Damages will be charged to your credit card, or your deposit will be forfeited to the extent of the damages and you will be billed for any damage in excess of these limits.
- 18. Upon arrival, you should notify us immediately of any missing or inoperative furnishings or equipment, or of any weak or unsafe conditions which may result in injury. Occupancy by you and/or your party shall be conclusive evidence that the unit is in satisfactory condition and as represented. During your stay, please report any problems which may arise to our office promptly, so that our maintenance vendors might attend to them more efficiently for your safety and comfort, and that of future guests/
- 19. We cannot guarantee air conditioners, televisions, appliances, etc., and no refund or rate adjustment will be made for mechanical failure. We will make every effort to keep air conditioners, televisions, appliances, etc. in good working order, and in the case of a breakdown, we will strive to repair the breakdown as soon as possible after being notified by you of the problem.
- 20. In the event of a hurricane or other cause of voluntary or mandatory evacuation during your stay, there will be no refund of rent for the evacuation period. If you purchased travel insurance your loss may be covered; check your policy. If in our sole determination, the unit is rendered wholly unfit for occupancy during your stay from fire damage or other casualty, through no fault or negligence of yours, nor of your family, friends or social guests, you shall be entitled to a rebate, apportioned pro rata according to the length of time that such condition exists.

RULES, REGULATIONS AND RESTRICTIONS

- 21. The premises shall be used solely as private dwelling accommodations for and by the "Guests" and co-"Guests" who sign this Lodging Agreement, during the specified rental period. At all times during the rental period, no one shall be permitted to occupy the property unless one or more of the "Guests" or co-"Guests" who signed this Agreement also occupies the property, and no visitor may abide on the premises over night. Occupancy is strictly limited to the number of persons specified on the front of this Agreement. House parties are not allowed under any circumstances. Should a house party be found in your unit, or occupancy in excess of the specified limits, your occupancy will be terminated immediately with no refund. No kegs are allowed in the unit. No underage drinking is allowed on the premises, nor is any alcoholic beverage permitted to be kept on the premises when the property is occupied by groups consisting of individuals under 21 years of age. Should underage drinking or the storage of alcoholic beverages by groups or individuals under 21 years of age be discovered on the premises during the term of this Lodging Agreement, any such events shall be grounds for immediate removal from the unit and forfeiture of all rents and deposits as liquidated damages for breach of contract, and any alcoholic beverages discovered shall be seized and disposed of. No illicit drugs or other controlled substances shall be permitted on the premises at any time. Should any such substances be found in your unit or elsewhere on the premises, your occupancy will be terminated immediately with no refund.
- 22. You and all in your party must abide by the by-laws and/or house rules of the house, apartment or Condominium in which your unit is located, including restrictions against loud noise, late night partying and the hanging of any objects over exterior railings. You may not post or hang any signs, pictures, flags or ornamental objects, nor put holes or hooks on any interior or exterior wall or surface of the property.
- 23. Ocean City has adopted a Noise Control Ordinance that makes it unlawful to cause or permit noise levels which exceed those established by the Department of Health and Mental Hygiene of the State of Maryland (COMAR 10.20.01). It shall be a violation of this Agreement and grounds for eviction under Maryland law if these noise levels are exceeded as a result of activity on this property. Ocean City has other noise ordinances, which are criminal offenses if violated.
- 24. Local ordinance prohibits the use of barbecue grills on balconies and porches.
- 25. No pets of any kind are allowed inside or outside your unit. Violations of this restriction are grounds for immediate removal from the unit and forfeiture of all rents and deposits as liquidated damages for breach of contract.

GENERAL TERMS AND CONDITIONS

- 26. All of our rental property is privately owned. Occupancy may be refused or terminated for any cause considered sufficient by CENTURY 21 New Horizon, in which case any rent and/or deposits will be refunded pro rata, unless otherwise specified in this Agreement. We reserve the right to substitute alternative lodging accommodations if circumstances require. If for any reason whatsoever, you are denied access to this property or alternative accommodations, Owner and Agent's liability shall be limited to the return of all funds paid on account by you.
- 27. If you, or any of your party, violate any of the conditions or restrictions of this Lodging Agreement, we may terminate the Agreement and enter the premises, and you shall forfeit all rents, advance rents and other payments. Upon notice of termination of the Agreement, you shall vacate the premises immediately.
- 28. To the extent possible, all housekeeping and maintenance will be done while the unit is vacant. However, housekeeping personnel may enter and remain in the unit as late as 6:30 p.m. on the date of your arrival, if necessitated by their work load. The Owner or any authorized employee, repairman or agent of CENTURY 21 New Horizon may reasonably enter the unit during business hours for any purpose connected with the inspection, repair, care or maintenance of the unit or any of the contents of the unit.
- 29. All rents, advance payments and other charges will be deposited in an account with an insured financial institution. This may be an interest-bearing account, with interest accruing to the benefit of CENTURY 21 New Horizon. Advance rents will be paid to the property Owner on a monthly basis. Damage and security deposits (if any) will be deposited in an insured account, with 4% interest accruing to the benefit of the Guest at six month intervals, if held six months or longer.
- 30. It is mutually understood and agreed that CENTURY 21 New Horizon is acting only as an agent for the property Owner and has no liability to either party for the other's performance of any terms or covenants of this agreement.

CHECK OUT PROCEDURES

- 31. Check out time is between 9:00 AM and 10:00 AM. You should leave your unit in as good condition as you found it, realizing that housekeeping

personnel have a limited time for cleaning before the next occupancy.

32. Before departing, please clean and put away all cooking and eating utensils, clean all left over food and supplies from the refrigerator and cabinets, replace bedspreads on the beds, fold and return blankets to the closet, return furniture to its original location, turn off air conditioning, close all windows and drapes, lock all doors, and carry the trash out with you as you leave. Make sure that everyone who helps you pack for the trip home knows what you brought with you and what belongs in the unit.

33. The refrigerator should be left on at all times.

34. In the winter, off-season, turn heat to a low setting (45°-50°). Do not turn the heat off.

35. Immediately after leaving the unit, please return all keys, pool and parking passes, etc. to the same CENTURY 21 New Horizon office as where you received them, so that we can make them ready for the check-in of subsequent guests. You will be charged for keys and passes not turned in to our office. The unit will be checked, and your damage security deposit will be mailed back to you, or you will be notified of damages and charges, within approximately thirty days of your departure.

rev 01-09-07



YOUR COPY (Keep This)

Group Lodging Agreement

8300 Coastal Highway
Ocean City, Maryland 21842
410-723-4500 800-756-8223

Reservation Date: «BookDate»

Arrival Date: «StartDate»
«StartDate»

Reservation #: «BookingNo»

Departure Date: «EndDate»
«EndDate»

Property: «PropAddress1»

Adults: «NumAdults»
Children: «NumChild»

rentals@century21newhorizon.com

Guest Phone: «Guest1TeleNo»

Guest email: «GuestEMail»

CHECK IN TIME: 3:00 – 5:00 P.M.
CHECK OUT TIME: 9:00 – 10:00 A.M.

Registered Guest: «GuestName»
«GuestAddress1»
«GuestAddress2»
«GuestCity», «GuestState»
«GuestZip»

ABOUT YOUR ACCOMMODATIONS:
«PropDescription»

YOUR CHARGES ARE AS FOLLOWS:

Total Rent	«RentAmount»
Travel Insurance (optional) ¹	«InsuranceAmount»
«ExtraDescription02»	«ExtraAmount02»
«ExtraDescription06»	«ExtraAmount06»
«ExtraDescription07»	«ExtraAmount07»
«ExtraDescription08»	«ExtraAmount08»
«ExtraDescription09»	«ExtraAmount09»
«ExtraDescription10»	«ExtraAmount10»
Sales & Room Taxes	«ExtraAmount11»
Damage Deposit (refundable)	«ExtraAmount12»
«ExtraDescription01» (optional) ²	«ExtraAmount13»
Total	«TotalTotalSecDep»

Payments Received To Date	«PaidTotal»
Payment Due Now	«OSAmount01»
Balance Due 30 Days Before Arrival	«OSAmount02»

¹ I hereby decline Travel Insurance _____ (Initial)
² I hereby decline Easter Seals Donation _____ (Initial)

You will receive a revised statement of account reflecting any changes made above.

(Total without Travel Insurance 0)

PAYMENT AND CHECK-IN PROCEDURES

- Advance Payment and Confirmation.** You must sign this original "Lodging Agreement" and return it to us with any "Payment Due Now" by «FirstDate». Please keep "Your Copy". There is no binding agreement until we acknowledge your payment with a "Confirmation". If we do not receive your signed "Lodging Agreement" and payment by the date specified, we may re-rent the unit without notifying you. In correspondence and on the phone, please use the same name as printed on this agreement as "Registered Guest", to avoid confusion in records.
- Balance Due.** The rent balance and any other remaining fees and damage deposit are due thirty (30) days prior to your scheduled arrival date. Except for the damage deposit, you may pay by check, VISA, MasterCard, or Discover card. No credit cards are accepted for the damage deposit; the damage deposit must be paid by check or other certified funds. No checks are accepted less than thirty days prior to check-in.
- Damage Deposit.** You must pay a damage deposit in the amount of «SecurityDeposit» at least thirty (30) days prior to your scheduled arrival date. The damage deposit will be returned approximately thirty (30) days after your departure, if there are no damages or other loss related to your stay. Damages and related losses will be deducted from your deposit, and the return of your balance may be delayed for an additional reasonable time if necessary to determine the cost of damage or loss. Your liability for damages is not limited to the amount of the damage deposit. You will be billed for any damages and/or loss over and above the amount of your deposit; collection costs, if necessary, will be added to the amount you owe. All Guests occupying this property are jointly and severally responsible for any and all damage and/or other loss related to your occupancy of this property.
- Check-in.** Check-in is between 3:00 and 5:00 PM only. You must check in at our CENTURY 21 New Horizon office, 8300 Coastal Highway in Ocean City, MD unless otherwise instructed in writing for your specific property. **All registered Guests must be present at our office before occupancy will be allowed, and each Guest must present a valid government-issued photo ID at that time.** Bring your "Confirmation" of this Lodging Agreement when checking in. Keys are not available until your unit is ready for occupancy. Our office closes at 5:00 PM. If you do not check in by 5:00 PM on «StartDate» you cannot check-in until after 9:00 AM the following morning, with no adjustment in price. If you have not checked-in within 24 hours of check-in time and have not called our office to make other arrangements, your pre-paid rent and any other advance payments will be forfeited and we may re-rent the unit.
- Cancellation Policy.** If you must cancel your reservation, we will make every attempt to re-rent the unit for the same period and rent amount that you have contracted for. If we do re-rent for the same period and rent amount, you will receive a refund less 16% of the full rent you had agreed to. If we are unable to re-rent the unit as specified, you will forfeit all monies prepaid on your account.
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- Easter Seals.** We are a proud supporter and fund-raiser for Easter Seals. Your charges include a voluntary contribution of one dollar to Easter Seals. You may accept, delete, or increase this contribution. (Please initial any changes in the "Your Charges" box above.)
- Guest and Parental Liability.** All Guests/co-Guests must sign this Agreement and are jointly and severally liable. This Lodging Agreement is only valid if our separate Parental Responsibility addendum has been signed by a parent (or legal guardian) of each Guest or co-Guest. This Agreement may not be signed by a minor, under 18 years of age. You may not sell, assign, nor sublet all or any part of your interests in this Lodging Agreement. By signing below as the Registered Guest or co-Guest, you accept all of the terms and conditions of this Lodging Agreement, including all of those printed on the reverse side, as well as the separate House Rules enclosed.
- Thank You.** We appreciate your patronage, and look forward to hosting your visit. If you enjoy yourself, and respect the property entrusted to you, we will look forward to hosting your return visits in the future.

«UserBook»

CENTURY 21 New Horizon, Agent for Property Owner

For Your Records: Please note in the space below the names of all persons who signed the original of this Agreement and make sure that all persons included have read and understand this Agreement. All persons who signed this Agreement are legally responsible, individually and severally, and all persons who

signed this Agreement must be present at check-in with a valid government-issued photo ID as proof of age before signing in. Persons who are under 18 years of age will not be permitted on the premises. No substitutions of persons are allowed.

WHAT'S PROVIDED AND WHAT YOU SHOULD BRING

10. The unit includes all furnishings required for normal living conditions, except linens, soaps and paper products. You must furnish your own sheets, pillow cases, towels, soap, toilet paper and paper towels. (CAUTION: Automatic dishwashers, where provided, require automatic dishwashing detergent. Liquid dishwashing detergents will damage the appliance and cause overflowing.)
11. Pillows, bedspreads and blankets are provided, however these are for use as bedding on the beds only. You must bring your own blankets and towels for use on the beach, by the pool, on the balcony, etc. Units are set up for light housekeeping, including cooking and eating utensils, but you may want to bring your favorite special utensils. All units are equipped with cable hookup for TV and one color TV is provided as a courtesy of the owner, unless otherwise specified.
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14. Unless otherwise indicated, a telephone is provided in your unit. The phone number is printed in the "About Your Accommodations" section on the front of this Agreement. Local calls are free, but you must charge long distance calls to your credit card. You may be charged a modest administrative fee by the long distance service, plus the cost of the call.
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CONDITION OF THE UNIT

16. Rental units managed by CENTURY 21 New Horizon are privately owned and reflect the personal needs and tastes of the individual Owners. Our standards are high. However, the condition of the unit as well as the furnishings will vary according to the Owner's desires.
17. By accepting this Lodging Agreement as a rental "Guest", you agree to be responsible for any damage to the dwelling or grounds and to the furnishing which occur during your stay through act or negligence of you, your family, friends or social guests. You agree to surrender the property at the time and date specified in as good condition as it was at the beginning of your stay, except for reasonable wear and tear, act of God, and/or other causes over which you have no control. If the unit is not left in satisfactory condition, you will be charged for repair and restoration to satisfactory condition, plus lost rents. Damages will be charged to your credit card, or your deposit will be forfeited to the extent of the damages and you will be billed for any damage in excess of these limits.
18. Upon arrival, you should notify us immediately of any missing or inoperative furnishings or equipment, or of any weak or unsafe conditions which may result in injury. Occupancy by you and/or your party shall be conclusive evidence that the unit is in satisfactory condition and as represented. During your stay, please report any problems which may arise to our office promptly, so that our maintenance vendors might attend to them more efficiently for your safety and comfort, and that of future guests/
19. We cannot guarantee air conditioners, televisions, appliances, etc., and no refund or rate adjustment will be made for mechanical failure. We will make every effort to keep air conditioners, televisions, appliances, etc. in good working order, and in the case of a breakdown, we will strive to repair the breakdown as soon as possible after being notified by you of the problem.
20. In the event of a hurricane or other cause of voluntary or mandatory evacuation during your stay, there will be no refund of rent for the evacuation period. If you purchased travel insurance your loss may be covered; check your policy. If in our sole determination, the unit is rendered wholly unfit for occupancy during your stay from fire damage or other casualty, through no fault or negligence of yours, nor of your family, friends or social guests, you shall be entitled to a rebate, apportioned pro rata according to the length of time that such condition exists.

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GENERAL TERMS AND CONDITIONS

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27. If you, or any of your party, violate any of the conditions or restrictions of this Lodging Agreement, we may terminate the Agreement and enter the premises, and you shall forfeit all rents, advance rents and other payments. Upon notice of termination of the Agreement, you shall vacate the premises immediately.
28. To the extent possible, all housekeeping and maintenance will be done while the unit is vacant. However, housekeeping personnel may enter and remain in the unit as late as 6:30 p.m. on the date of your arrival, if necessitated by their work load. The Owner or any authorized employee, repairman or agent of CENTURY 21 New Horizon may reasonably enter the unit during business hours for any purpose connected with the inspection, repair, care or maintenance of the unit or any of the contents of the unit.
29. All rents, advance payments and other charges will be deposited in an account with an insured financial institution. This may be an interest-bearing account, with interest accruing to the benefit of CENTURY 21 New Horizon. Advance rents will be paid to the property Owner on a monthly basis. Damage and security deposits (if any) will be deposited in an insured account, with 4% interest accruing to the benefit of the Guest at six month intervals, if held six months or longer.
30. It is mutually understood and agreed that CENTURY 21 New Horizon is acting only as an agent for the property Owner and has no liability to either party for the other's performance of any terms or covenants of this agreement.

CHECK OUT PROCEDURES

-
31. Check out time is between 9:00 AM and 10:00 AM. You should leave your unit in as good condition as you found it, realizing that housekeeping personnel have a limited time for cleaning before the next occupancy.
 32. Before departing, please clean and put away all cooking and eating utensils, clean all left over food and supplies from the refrigerator and cabinets, replace bedspreads on the beds, fold and return blankets to the closet, return furniture to its original location, turn off air conditioning, close all windows and drapes, lock all doors, and carry the trash out with you as you leave. Make sure that everyone who helps you pack for the trip home knows what you brought with you and what belongs in the unit.
 33. The refrigerator should be left on at all times.
 34. In the winter, off-season, turn heat to a low setting (45°-50°). Do not turn the heat off.
 35. Immediately after leaving the unit, please return all keys, pool and parking passes, etc. to the same CENTURY 21 New Horizon office as where you received them, so that we can make them ready for the check-in of subsequent guests. You will be charged for keys and passes not turned in to our office. The unit will be checked, and your damage security deposit will be mailed back to you, or you will be notified of damages and charges, within approximately thirty days of your departure.

rev 01-09-07
