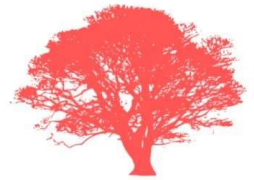


# Coral Tree Plaza



3634 7th Avenue| San Diego California 92103  
P: (619) 297-6004| F: (619) 269-4151

## GUEST SUITE AGREEMENT

*Please use one form per request*

An owner may reserve a guest suite for up to six (6) successive nights.

### The fee schedules are as follows:

- Cost is **\$80.00** for the first night, subsequent nights are **\$65.00**
- A refundable deposit per rental is **\$150.00**
- Cancellations must be done **24 hours** in advance of reservation date by calling CTP at (619) 297-6004 or emailing Tboelts@actionlife.com
- The replacement fee for lost or unreturned keys is **\$300.00**

### Rules and Guidelines:

- Smoking and animals **are not** permitted in guest suites.
- Call the Management Office at (619) 297-6004 to arrange a key pickup appointment.
- Keys will be available by 3pm on the first day of the reservation and must be returned to the Site Manager's Office by Noon on the last day of the reservation. *Keys may be available for early pick up if the homeowner needs to set the room up for their guest.*

### Reservation Details:

Requested reservation dates from: \_\_\_\_\_ to \_\_\_\_\_ for a total of \_\_\_\_\_ nights.

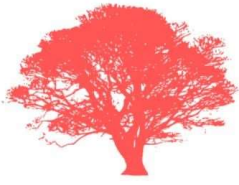
Owner's Name: \_\_\_\_\_ Unit# \_\_\_\_\_  East  West

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS AGREEMENT MUST BE SIGNED TO VALIDATE YOUR REQUEST

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Coral Tree Plaza



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**RULES:**

- Guest rooms are for the exclusive use of residents or their guests. The resident must sign the *Guest Suite Rental Agreement* before a reservation is made. The form is available in the Forms Box next to the Management Office door in the Clubhouse.
- Reservations may be made with management for a maximum of six nights, no more than two persons per room and no one under 18 years of age unless accompanied by an adult.
- There is a charge for guest room rental. The room cost is listed on the Rental Agreement; it is charged to your account at the time of accepted contract. Refunds may be made if cancellation is received at least **24 hours** in advance or if the room can be re-rented. Key and FOB must be returned to the main office; after key return, Site Staff will examine the room. If there is apparent damage, the cost of repair will be charged to your account.
- Occupancy may not typically be before 3:00 P.M. and room must be vacated by noon, unless other arrangements have been made with management.
- No meals may be prepared in the guest rooms.
- No smoking is allowed in the Guest rooms.
- No pets are allowed in the Guest rooms.

**ADVICE:**

- There are three guest rooms. Two are located on the street level of the East Building, and one is on the street level of the West building.
- Residents need to provide guests with bedding, towels, soap, drinking glasses and any other amenities.
- Residents are responsible for the conduct of guests, as well as any losses or injuries caused by guests or occurring to guests.

**By signing below, I affirm that I have read and understand this form in its entirety.**

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
For Office Use Only

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_