



OUR HOME IN  
PARIS · ATLANTA  
LUXURY APARTMENT RENTALS

## PAYMENT and CANCELLATION POLICY

1. A deposit of 40% of total rental fee is required to confirm your reservation. Of the deposit, 20% due to Jim's company, Our Home in Paris and 20% due to Marc's company, Welcome Home.
2. Cancellations for any reason up to sixty (60) days prior to arrival date are eligible for a refund of the deposit less a 5% processing fee.
3. Cancellations for any reason less than sixty (60) days prior to arrival date are not eligible for refund of any portion of the deposit.
4. The remaining balance of 60% of payment is due four (4) weeks prior to arrival via wire transfer to the owner in order to hold the reservation.
5. Cancellations for any reason less than thirty (30) days prior to arrival date are not eligible for refund of any portion of the reservation amount (deposit and final payment). Any unpaid portion of the reservation including a handling fee of 50 € will be applied to guest credit card.
6. Loss due to cancellations cannot be applied against future reservations.
7. To minimize loss, we encourage all guests to purchase trip cancellation insurance.
8. Upon execution of apartment lease agreement with Our Home in Paris, guest accepts terms and conditions of the agreement and understands that loss, damage or theft of personal items inside or outside of the apartment is not the responsibility of the owner or manager of the apartment. Further, guest agrees that damage beyond normal wear and tear caused by guest or their guests during the reservation period will be at the guest's expense to cover the cost of repairs.
9. Windows, skylights and doors should be closed and locked when guests are away from the apartment and when checking out to leave.

Guest Name: \_\_\_\_\_ Apartment: **VRBO 75429**

Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### YOUR TRAVEL DETAILS:

ARRIVAL: Date: \_\_\_\_\_  
- Flight number: \_\_\_\_\_  
- Airline name: \_\_\_\_\_  
- Paris arrival time: \_\_\_\_\_  
- Airport you are flying from: \_\_\_\_\_  
- Number of passengers: \_\_\_\_\_  
- Would you like us to book a chauffeur for you? \_\_\_\_\_

DEPARTURE: Date: \_\_\_\_\_  
- Paris takeoff time: \_\_\_\_\_  
- Airline name: \_\_\_\_\_  
- Airport you are flying out of: \_\_\_\_\_  
- Number of passengers: \_\_\_\_\_  
- Would you like us to book a chauffeur for you? \_\_\_\_\_



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Our partner company has great chauffeurs. You can pay them in euros or credit card at the time of service:

- For transfers to or from the airport in Paris, they charge 70€ up to three guests one-way from CDG, 55€ from ORLY, 90€ for up to six guests one way from CDG and 75€ from ORLY.
- For transfers to or from any train station in Paris, they charge 40€ up to three guests one-way, 55€ for up to six guests one way.
- On arrival, they will be waiting for you with your name on a sign. Outside baggage claims if you are arriving to an airport, or at the "head" of the train if you are taking a train.

**CREDIT CARD AUTHORIZATION**

*Please provide the mailing address for your credit card bill. This information is required by the credit card processing center... **VISA or MC only***

Name on card: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell Phone # to be used in Paris: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Security Code: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*(\*By signing above you also agree to all terms and conditions of our Payment Policy, Cancellation Policy and/or Lease Agreement)*

PLEASE FAX SIGNED COPY TO (770) 234-6859 OR SIGN, SCAN AND EMAIL TO:  
jbinparis@gmail.com