



PAYMENT and CANCELLATION POLICY

1. Deposit is due when you confirm your reservation.
2. The deposit is refundable if you cancel for any reason 60 (sixty) days prior to the date of your arrival. It is non-refundable if you cancel for any reason within 60 days of arrival date.
3. The remainder of your payment is due 14 days prior to your arrival.
4. If you cancel for any reason less than 14 days prior to your arrival, your entire payment is non-refundable (that is, the initial deposit and your final payment).
5. In the event of cancellation for any reason, and loss of either the deposit or the entire payment, please note that this cannot be applied to future reservations.
6. All guests are STRONGLY URGED to purchase Trip Cancellation Insurance. This is usually not terribly expensive, and will protect you, depending on the policy you purchase, if you have to cancel your trip. Travel agents and many credit card companies offer this service.
7. All guests agree to the lease agreement with OHIA and the terms within.

Guest Name: _____ Apartment: _____

Arrival Date: _____ Departure Date: _____

CREDIT CARD AUTHORIZATION

Please provide the mailing address for your credit card bill. This information is required by the credit card processing center.

Name on the card:

Address:

City/State/Zip:

Phone Number:

Type of Credit Card:

Credit Card No:

Expiration Date:

Security Code (3 Digit # on Back):

Date of Authorization:

Authorized Signature:

(By signing above you also agree to all terms and conditions of our Payment Policy, Cancellation Policy and our Lease Agreements)

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