



# OUR HOME IN PARIS · ATLANTA

LUXURY APARTMENT RENTALS

## PAYMENT and CANCELLATION POLICY

1. The deposit is 50% of total rental fee: is due when you confirm your reservation, 50% is due 45 days prior to arrival.
2. The deposit is refundable (minus 5% processing fee) 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. If you cancel for any reason less than 30 days prior to your arrival, your entire payment is nonrefundable (that is, the deposit and your final payment).
4. 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.
5. 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.
6. All guests agree to the lease agreement with OHIA and the terms within and acknowledge that management and/or the apartment owner are not responsible for loss, damage, or theft of personal items inside or outside of the apartment.

Guest Name: \_\_\_\_\_ Apartment: **VRBO 291236**  
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 card: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_

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 our Lease Agreement)*

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