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GEOMATRICE LIMITED
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GUEST APPLICATION FORM – SHORT LET
(KINDLY FILL IN CAPITAL LETTERS)

(Surname) (First name) (Other Names)

Client's Name

No. Of Occupants *(including kids)*

Names of Occupants
1.
2.
3.
4.

Contact Address

Telephone number(s)

Email Address(s)

Duration of Stay (No. of Nights)

Purpose of stay (holiday etc)

Rental Amount per day

Security Deposit
(refundable subject to terms and conditions)

Check in date **Check out date:**

IN THE EVENT OF EMERGENCY, PLEASE CONTACT

Contact person(s)

Relationship with contact person

Contact telephone

Contact address
.....

Applicants Attestation

I hereby declare that the information given above are true and accurate and that I have read and understood the terms and conditions detailed overleaf. I accept that by submission of details, use of property and/or signing this document I am bound by its entire content

Applicant Signature

Date

Kindly Provide the Following Supporting Documents

1. One (1) Recent Passport Photograph of applicant(s).
2. Valid means of identification: A copy of Nigerian National Identity Card/ International Passport Data Page/ Nigerian Driver's License/ Nigerian Permanent Voters Card.



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Terms and Condition

1. Guest agrees that all rental fees and caution deposit must be paid in advance and receipt issued before check in. All charges levied by Geomatrice Limited are subject to VAT at the prevailing rate of 7.5%.
2. We ask that you, your children and your guests treat the apartment, its contents and furnishing respectfully. We know that accidents do happen and request to be informed of accidents as they happen rather than having to find out about broken or lost items at final inspection on the departure day. In case of breakages or loss we reserve the right to charge for the full replacement value of the item(s); However, if the property is left in good condition, the said caution deposit will be refunded within 24 Hours from exit.
3. Guest is advised to ensure that no personal effects are left behind during check out to avoid being disposed as Geomatrice Limited will not be responsible for items that are disposed after the guests vacates the apartment.
4. Geomatrice Limited shall not be responsible for any personal belongings brought in by guest thus, guest is advised to guard his/her properties diligently as well as the keys to the room during the duration of stay.
5. Parents are liable for their children and shall not leave them unsupervised as Geomatrice Limited shall not be held liable for injuries suffered by the child during your stay in the apartment.
6. The apartment must be inspected by authorized staff of Geomatrice Limited and confirmed in good condition to qualify the guest for a refund of caution deposit.
7. No pets, No Smoking and no loitering is allowed in the apartment and on the hallway.
8. No partying or loud noises causing nuisance to other neighbors is allowed.
9. Checkout must be done on or before 12noon of checkout date. Guests who overstay on the property shall be charged a penalty fee of a full day payment for late check out.
10. The maximum number of guests allowed is 4 except for family who can be allowed a maximum of 6 persons.
11. Under exceptional circumstances and with approval of the guest it may be necessary for the owners to enter the apartment.
12. Guests are to keep their keys safe and not to pass them on to unauthorized persons. Should the keys become lost or missing then we reserve the right to charge for the cost of replacements.
13. Guest should ensure that dishes, pots and pans, cutlery, coffee machines, toaster, kettles etc. are clean and dried before storing them.
14. Guest agrees not to dispose of food waste, dangerous liquids, fats or feminine hygiene items in the WC, sinks or shower tray to avoid blockage. Guests are not to litter the apartment but safely/neatly dispose all garbage into the dustbins provided.
15. Guest agrees to be bound by the Estate rules/regulations and shall not carry out any act (illegal or otherwise)to the detriment of the Landlord; we reserve the right to charge the guest for any cost, damages or loss suffered by the Landlord as a result of a breach of the estate rules by the guest.
16. Guest undertakes not to sublet the apartment or use same for illegal activities and we reserve the right to terminate a booking at any time on the grounds of breach of any of the above stated rules, mistreatment of property or criminal activity on the part of those occupying the apartment.

Applicant Signature

Date

Geomatrice Limited is fully committed to protection of your privacy and confidentiality. Information supplied above will be stored safely and used fairly for the purpose of your stay in the apartment.