**OFFICE COPY**

Studio #: \_\_\_\_\_\_\_ Door Code: \_\_\_\_\_\_\_\_\_\_\_ Check In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Information

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security # \_\_ \_\_ \_\_-\_\_ \_\_\_- \_\_ \_\_ \_\_ \_\_\_ Date of Birth: \_\_ \_\_/\_\_ \_\_/\_\_ \_\_

Driver’s License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Smoker: YES / NO

Vehicle Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_

License Plate #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security # \_\_ \_\_ \_\_-\_\_ \_\_\_- \_\_ \_\_ \_\_ \_\_\_ Date of Birth: \_\_ \_\_/\_\_ \_\_/\_\_ \_\_

Driver’s License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Smoker: YES / NO

Vehicle Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_

 License Plate #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PET: YES / NO Species: Cat / Dog / Bird Breed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color: \_\_\_\_\_\_\_\_\_\_\_

MOVE IN INVENTORY: Bed Frame, Bed Skirt, Mattress, Mattress Cover, 2 Chairs, Table, Heater, Microwave, Refrigerator, Stove/Oven

Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pet Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rate per Week: \_\_\_\_\_\_\_\_\_\_\_\_

2nd Guest per Week: \_\_\_\_\_\_\_\_\_ Pet per Week: \_\_\_\_\_\_\_\_\_\_\_ Total Rate per Week: \_\_\_\_\_\_\_\_\_

**OFFICE COPY**

**HOTEL TAX EXEMPTION STATEMENT**

I/we hereby swear that I/we intend to stay at the extended-stay motel known as The Inn Place, located at 245 O’Malley Road, Brenham, TX 77833 for a minimum of thirty (30) days. I therefore request exemption from paying any hotel tax per the Texas statue regarding guest staying longer than thirty (30) days.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INNKEEPER/GUEST AGREEMENT**

I/we acknowledge that this agreement creates an Innkeeper/Guest relationship, with The Inn Place as Innkeeper, and I/we as Guest. I/we further acknowledge that this agreement in no way creates Landlord/Tenant relationship with the The Inn Place.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY DEPOSIT POLICY**

The Inn Place provides you with a clean dome upon move in. ALL cabinets, counters, shelves, floors, and appliances have been cleaned thoroughly before a new resident moves in.

Please take pictures if necessary, as this is the same way the dome must look to receive your security deposit upon move out. If you move out without thoroughly cleaning the unit, you WILL NOT receive your security deposit back. This means you must thoroughly clean all cabinets, counters, shelves, floors, and appliances after you move out. If you cannot clean the unit yourself due to health or safety concerns, you may hire a cleaning professional or you can contact us to have our cleaning crew clean at a charge to you based on the condition of the unit.

There will be NO partial refunds of your deposit. The Inn Place expects to find your dome in the same condition as the day you moved in minus normal wear and tear.

If you have any questions upon move out about your security deposit, please contact us at 979-830-5857.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

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

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

**OFFICE COPY**

**PET POLICY**

All dogs living at The Inn Place must wear a collar with a tag indicating a current rabies vaccination.

When not in a dome, dogs MUST be on a leash at all times. The only exception is if the owner is accompanying the dog while walking on the drain field. Except on the drain field, ALL fecal matter must be bagged and placed in the dumpster. There is to be NO animal waste in the vicinity of the domes.

Used cat litter MUST be bagged and placed in the dumpster.

Failure to declare a pet will incur a fee of $10 per week retroactively, starting from the week of move-in, whether a pet was owned at that time or not.

All dogs and cats must have proof of being current on vaccinations.

We will require a pet deposit fee of $100 which is **nonrefundable**.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

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

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

**AUTHORIZATION & RELEASE OF CRIMINAL BACKGROUND &**

**CREDIT INFORMATION**

I/we hereby authorize The Inn Place or any law enforcement agency in the United States to run a criminal background check and credit check on me and release the results of such background check to The Inn Place, 245 O’Malley Road, Brenham, TX 77833.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE COPY**

RULES AND GUEST AGREEMENT

These rules are policy of The Inn Place and **are legally binding**. Each one is important and will be strictly enforced for the mutual peace, health, protection, safety, and security of Guest and Management. All guest and their visitors are responsible for following these rules.

**EACH GUEST MUST BE AT LEAST 23 YEARS OF AGE IN ORDER TO RENT.**

**SMOKING IS NEVER PERMITTED INSIDE A DOME AND IS GROUNDS FOR EVICTION.**

**PAYMENTS** – Domes are rented by the week. The rental period begins and ends on Monday at 12:00 AM. Payment is due the Friday before the rental week. The grace period ends on Monday of the rental week at 5:30 pm. **After 5:30 pm on Monday there will be a late fee of $25.** **Locks will be changed on Wednesday with an additional Lock Change Fee of $25 which must be paid along with all back rent to be allowed back into your unit.**

Payments can be made by visiting Citizens State Bank at 2007 South Day St in Brenham, TX. Please make your deposit using the deposit slips the bank provides and be sure it includes your dome # and last name to ensure payments are assigned appropriately. We also accept credit cards at The Inn Place office with an additional 3% convenience fee.

LEGALLY, NONPAYMENT TERMINATES RESIDENCY. If you are delinquent in payment of rent, management may choose to do any of the following:

* Charge a Late Fee
* Change the lock.
* Charge a Lock Change Fee
* Seize personal belongings of entertainment type items, including televisions and accessories, stereos, and computers. We cannot seize tools, clothes, furniture, bedding, or dishes.
* If you fail to leave, we can and will turn off your electricity.

**REGISTRATION FOR STAY** – Initial payment consist of $400 damage/cleaning deposit and first week’s rent.

**TERMINATION OF STAY** – Notice of termination of stay **must** be given to management at least one (1) week in advance of move out. All personal property and trash must be removed from the dome before you leave. Deposits are returned **only** to guest who have fulfilled all of the following conditions:

* Current with payment
* Abided by The Inn Place rules as stated here
* Gave at least one (1) week notice of leaving
* Dome was left clean, undamaged, and in the same condition it was given to resident upon move-in.
* Resident has stayed a minimum of 12 weeks.

**Breaking any of these rules will cause the forfeiture of all deposits and rent payment refunds**.

**RIGHT OF ENTRY –** The Inn Place is a registered extended stay motel and as such the management has the right to enter domes for inspection, cleaning, or maintenance at any time without prior notice.

**OFFICE COPY**

**ALCOHOL AND DRUGS** – Alcoholic beverages are permitted in moderation and alcohol consumers must be over the age of 21 years. No drunkenness will be tolerated. Illegal drugs are strictly prohibited anywhere on The Inn Place property and will be reason for immediate eviction.

**NOISE** – No loud music, noise, profanity, or other obnoxious behavior offensive to the other guest or to management will be permitted. The comfort and rights of other residents will be respected at all times.

**GARBAGE DISPOSAL** – Is the responsibility of each Guest All trash must be bagged and placed in the provided receptacle on a regular basis. Trash must not accumulate inside or outside the dome. NO EXCEPTIONS! Cardboard boxes must be broken down. Any violation will be grounds for eviction. **Garbage Day is Tuesday each week.**

**HOUSEKEEPING** – Each dome must be kept clean and neat inside and outside. Each Guest must pick up all trash, cigarette butts, toys and other debris in front of and around their unit. Please pick up anything not being used and put it away.

**FORBIDDEN ITEMS** – The following items are strictly forbidden: vehicle batteries, fuel, camp stoves, torches, chain saws, heavy tools, greasy items, unused bicycles or anything else which may cause property damage or be unsightly.

**PETS –** Only one (1) pet is allowed – and only with the permission of The Inn Place management. The pet must be housebroken and reside primarily indoors. Guest must be current on all vaccinations and able to provide proof. There is a damage deposit of $100 for each pet along with a weekly rental fee of $10. Guest are responsible for pet care and waste cleanup. Failure to declare a pet will incur a fee of $10 per week starting from the week guest moved in.

**NO FIREWORKS** may be stored or set off on The Inn Place property, inside or outside a dome.

**VEHICLES** – You are permitted to drive ONLY on the gravel road. **You are NEVER permitted to drive around the domes or on the large grassy area. Water and sewage pipes are underground all around the domes and the large grassy area is the drain field for the septic tank.** Vehicle repair on the property is prohibited. Heavy commercial vehicles are not allowed. Car washing is not allowed. We provide space for one car per dome. Extra parking spaces are not guaranteed. **Speeding on our road is cause for immediate eviction.**

**WASTEWATER** – We have our own wastewater treatment on site. Nothing is to be flushed down the toilet unless you have swallowed it first. Please keep the use of toilet paper to a minimum. Do not flush or put anything is the sink especially: cat litter, personal hygiene products, condoms, Q-tips, saran wrap, dish towels, paper towels, cigarette butts and grease. **Please put grease in a container, then into the trash and into the dumpster.**

**WATER USAGE** – Do not use outside hoses or water lines for any reason without permission from management. **Please let management know if you have a running toilet or leaking sink.**

**NO UNREGISTERED VISITORS ALLOWED** – No person shall be allowed to stay more than two (2) nights at any time without prior management approval and registration. Guest are responsible for their visitors abiding by ALL rules while on the premises.

**WINDOWS** – There should be no foil or blankets placed over the windows at any time. NOTHING may be installed in or on the domes unless approved in advance by management.

**NO LAUNDRY** may be hung outside the units.

**OFFICE COPY**

**MAIL SERVICE** – Your mailing address is: 245 O’Malley Road Dome # \_\_\_\_, Brenham, TX 77833. You will be responsible for collecting your own mail from the roadside box. Management bears no responsibility for missing or stolen mail. We advise to get a PO Box in town.

**NO SOLICITING** is allowed on The Inn Place property unless approved by management.

**IF GUEST LEAVES** and does not return, The Inn Place will sell, without prior notice, any and all, personal property left in the unit for its face value to pay rent owed and cost incurred.

**PERSONAL PROPERTY** – The Inn Place is not responsible for loss or damage to personal property due to fire, theft, electrical, plumbing or mechanical accidents. When guest move and leave personal property, they expect NOT to see it again. **IT IS YOUR RESPONSIBILITY TO CARRY RENTERS INSURANCE ON ALL OF YOUR BELONGINGS. WE WILL NOT REPLACE PERSONAL BELONGINGS DUE TO ANY EVENT OUT OF OUR CONTROL.**

**FIXTURES & FURNITURE** – Fixtures and furniture provided by The Inn Place is the property of The Inn Place and is not to be removed for ANY reason. Removal of The Inn Place fixtures and furniture will be considered theft and violators will be prosecuted.

**MAINTENANCE & COMPLAINTS** – Please inform management promptly if there is an emergency. Call (979) 830-5857 or (832) 641-9116 during business hours and (979) 530-2883 after hours and on weekends.

**ILLEGAL DOWNLOADING FROM THE INTERNET OF COPYRIGHTED MATERIAL** – Visiting illegal websites, and/or using illegal software will result in immediate eviction and prosecution.

**I understand that failure to comply with any one of these rules by me or my visitors may result in immediate termination of my residency – without notice and without recourse or refund of any kind.**

**I hereby acknowledge that I have read and received a copy of these rules. With my signature below, I hereby agree to abide by all conditions stated in the Rules and Guest Agreement form.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**OFFICE COPY**

**RENTAL PAYMENT POLICIES**

Rent is due on Fridays for the following week. Rent can be paid at Citizens State Bank or by credit card at the office with an additional 3% convenience fee or by Venmo @TheInn-Place.

Grace period for rental payments ends Monday at 5:30 pm.

**Any payments after the grace period will incur an additional $25 Late Fee. If payment if not received with late fee by Tuesday at 5:30 pm locks will be changed on Wednesday for a further fee of $25. NO EXCEPTIONS!**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dome #: \_\_\_\_\_\_\_\_

Primary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Citizens State Bank Hours**

Lobby Hours Drive-Thru Hours

Monday – Thursday 9 am-3 pm Monday – Thursday 7:30 am-5:30 pm

Friday 9 am – 6 pm Friday 7:30 am – 6 pm

Citizens State Bank is **not open** for lobby or drive-thru on Saturdays or Sundays.

**GUEST COPY**

RULES AND GUEST AGREEMENT

These rules are policy of The Inn Place and **are legally binding**. Each one is important and will be strictly enforced for the mutual peace, health, protection, safety, and security of Guest and Management. All guest and their visitors are responsible for following these rules.

**EACH GUEST MUST BE AT LEAST 23 YEARS OF AGE IN ORDER TO RENT.**

**SMOKING IS NEVER PERMITTED INSIDE A DOME AND IS GROUNDS FOR EVICTION.**

**PAYMENTS** – Domes are rented by the week. The rental period begins and ends on Monday at 12:00 AM. Payment is due the Friday before the rental week. The grace period ends on Monday of the rental week at 5:30 pm. **After 5:30 pm on Monday there will be a late fee of $25.** **Locks will be changed on Wednesday with an additional Lock Change Fee of $25 which must be paid along with all back rent to be allowed back into your unit.**

Payments can be made by visiting Citizens State Bank at 2007 South Day St in Brenham, TX. Please make your deposit using the deposit slips the bank provides and be sure it includes your dome # and last name to ensure payments are assigned appropriately. We also accept credit cards at The Inn Place office with an additional 3% convenience fee.

LEGALLY, NONPAYMENT TERMINATES RESIDENCY. If you are delinquent in payment of rent, management may choose to do any of the following:

* Charge a Late Fee
* Change the lock.
* Charge a Lock Change Fee
* Seize personal belongings of entertainment type items, including televisions and accessories, stereos, and computers. We cannot seize tools, clothes, furniture, bedding, or dishes.
* If you fail to leave, we can and will turn off your electricity.

**REGISTRATION FOR STAY** – Initial payment consist of $400 damage/cleaning deposit and first week’s rent.

**TERMINATION OF STAY** – Notice of termination of stay **must** be given to management at least one (1) week in advance of move out. All personal property and trash must be removed from the dome before you leave. Deposits are returned **only** to guest who have fulfilled all of the following conditions:

* Current with payment
* Abided by The Inn Place rules as stated here
* Gave at least one (1) week notice of leaving
* Dome was left clean, undamaged, and in the same condition it was given to resident upon move-in.
* Resident has stayed a minimum of 12 weeks.

**Breaking any of these rules will cause the forfeiture of all deposits and rent payment refunds**.

**RIGHT OF ENTRY –** The Inn Place is a registered extended stay motel and as such the management has the right to enter domes for inspection, cleaning, or maintenance at any time without prior notice.

**GUEST COPY**

**ALCOHOL AND DRUGS** – Alcoholic beverages are permitted in moderation and alcohol consumers must be over the age of 21 years. No drunkenness will be tolerated. Illegal drugs are strictly prohibited anywhere on The Inn Place property and will be reason for immediate eviction.

**NOISE** – No loud music, noise, profanity, or other obnoxious behavior offensive to the other guest or to management will be permitted. The comfort and rights of other residents will be respected at all times.

**GARBAGE DISPOSAL** – Is the responsibility of each Guest All trash must be bagged and placed in the provided receptacle on a regular basis. Trash must not accumulate inside or outside the dome. NO EXCEPTIONS! Cardboard boxes must be broken down. Any violation will be grounds for eviction. **Garbage Day is Tuesday each week.**

**HOUSEKEEPING** – Each dome must be kept clean and neat inside and outside. Each Guest must pick up all trash, cigarette butts, toys and other debris in front of and around their unit. Please pick up anything not being used and put it away.

**FORBIDDEN ITEMS** – The following items are strictly forbidden: vehicle batteries, fuel, camp stoves, torches, chain saws, heavy tools, greasy items, unused bicycles or anything else which may cause property damage or be unsightly.

**PETS –** Only one (1) pet is allowed – and only with the permission of The Inn Place management. The pet must be housebroken and reside primarily indoors. Guest must be current on all vaccinations and able to provide proof. There is a damage deposit of $100 for each pet along with a weekly rental fee of $10. Guest are responsible for pet care and waste cleanup. Failure to declare a pet will incur a fee of $10 per week starting from the week guest moved in.

**NO FIREWORKS** may be stored or set off on The Inn Place property, inside or outside a dome.

**VEHICLES** – You are permitted to drive ONLY on the gravel road. **You are NEVER permitted to drive around the domes or on the large grassy area. Water and sewage pipes are underground all around the domes and the large grassy area is the drain field for the septic tank.** Vehicle repair on the property is prohibited. Heavy commercial vehicles are not allowed. Car washing is not allowed. We provide space for one car per dome. Extra parking spaces are not guaranteed. **Speeding on our road is cause for immediate eviction.**

**WASTEWATER** – We have our own wastewater treatment on site. Nothing is to be flushed down the toilet unless you have swallowed it first. Please keep the use of toilet paper to a minimum. Do not flush or put anything is the sink especially: cat litter, personal hygiene products, condoms, Q-tips, saran wrap, dish towels, paper towels, cigarette butts and grease. **Please put grease in a container, then into the trash and into the dumpster.**

**WATER USAGE** – Do not use outside hoses or water lines for any reason without permission from management. **Please let management know if you have a running toilet or leaking sink.**

**NO UNREGISTERED VISITORS ALLOWED** – No person shall be allowed to stay more than two (2) nights at any time without prior management approval and registration. Guest are responsible for their visitors abiding by ALL rules while on the premises.

**WINDOWS** – There should be no foil or blankets placed over the windows at any time. NOTHING may be installed in or on the domes unless approved in advance by management.

**NO LAUNDRY** may be hung outside the units.

**GUEST COPY**

**MAIL SERVICE** – Your mailing address is: 245 O’Malley Road Dome # \_\_\_\_, Brenham, TX 77833. You will be responsible for collecting your own mail from the roadside box. Management bears no responsibility for missing or stolen mail. We advise to get a PO Box in town.

**NO SOLICITING** is allowed on The Inn Place property unless approved by management.

**IF GUEST LEAVES** and does not return, The Inn Place will sell, without prior notice, any and all, personal property left in the unit for its face value to pay rent owed and cost incurred.

**PERSONAL PROPERTY** – – The Inn Place is not responsible for loss or damage to personal property due to fire, theft, electrical, plumbing or mechanical accidents. When guest move and leave personal property, they expect NOT to see it again. **IT IS YOUR RESPONSIBILITY TO CARRY RENTERS INSURANCE ON ALL OF YOUR BELONGINGS. WE WILL NOT REPLACE PERSONAL BELONGINGS DUE TO ANY EVENT OUT OF OUR CONTROL.**

**FIXTURES & FURNITURE** – Fixtures and furniture provided by The Inn Place is the property of The Inn Place and is not to be removed for ANY reason. Removal of The Inn Place fixtures and furniture will be considered theft and violators will be prosecuted.

**MAINTENANCE & COMPLAINTS** – Please inform management promptly if there is an emergency. Call (979) 830-5857 or (832) 641-9116 during business hours and (979) 530-2883 after hours and on weekends.

**ILLEGAL DOWNLOADING FROM THE INTERNET OF COPYRIGHTED MATERIAL** – Visiting illegal websites, and/or using illegal software will result in immediate eviction and prosecution.

**I understand that failure to comply with any one of these rules by me or my visitors may result in immediate termination of my residency – without notice and without recourse or refund of any kind.**

**I hereby acknowledge that I have read and received a copy of these rules. With my signature below, I hereby agree to abide by all conditions stated in the Rules and Guest Agreement form.**

**Citizens State Bank Hours**

Lobby Hours Drive-Thru Hours

Monday – Thursday 9 am-3 pm Monday – Thursday 7:30 am-5:30 pm

Friday 9 am – 6 pm Friday 7:30 am – 6 pm

Citizens State Bank is not open for lobby or drive-thru on Saturdays or Sundays.

**RENTAL PAYMENT POLICIES**

Rent is due on Fridays for the following week. Rent can be paid at Citizens State Bank or by credit card at the office with an additional 3% convenience fee.

Grace period for rental payments ends Monday at 5:30 pm.

**Any payments after the grace period will incur an additional $25 Late Fee. If payment if not received with late fee by Tuesday at 5:30 pm locks will be changed on Wednesday for a further fee of $25. NO EXCEPTIONS!**

**SECURITY DEPOSIT POLICY**

The Inn Place provides you with a clean dome upon move in. ALL cabinets, counters, shelves, floors, and appliances have been cleaned thoroughly before a new resident moves in

Please take pictures if necessary, as this is the same way the dome must look to receive your security deposit upon move out. If you move out without thoroughly cleaning the unit, you WILL NOT receive your security deposit back. This means you must thoroughly clean all cabinets, counters, shelves, floors, and appliances after you move out. If you cannot clean the unit yourself due to health or safety concerns, you may hire a cleaning professional or you can contact us to have our cleaning crew clean at a charge to you based on the condition of the unit.

There will be NO partial refunds of your deposit. The Inn Place expects to find your dome in the same condition as the day you moved in minus normal wear and tear.

If you have any questions upon move out about your security deposit, please contact us at 979-830-5857.

**PET POLICY**

All dogs living at The Inn Place must wear a collar with a tag indicating a current rabies vaccination.

When not in a dome, dogs MUST be on a leash at all times. The only exception is if the owner is accompanying the dog while walking on the drain field. Except on the drain field, ALL fecal matter must be bagged and placed in the dumpster. There is to be NO animal waste in the vicinity of the domes.

Used cat litter MUST be bagged and placed in the dumpster.

Failure to declare a pet will incur a fee of $10 per week retroactively, starting from the week of move-in, whether a pet was owned at that time or not.

All dogs and cats must have proof of being current on vaccinations.

We will require a pet deposit fee of $100 which is **nonrefundable.**

DAMAGE REPORT

Dome #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Move-In Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle Yes or No if any damage is found and then describe any damage found in detail.

**Outside Entry**: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main Room**

Ceilings/Walls: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fan: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Air Conditioner: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Window Screens: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows & Blinds: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bed/Bed Skirt: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mattress & Cover: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table & 2 Chairs: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doors: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floors: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Smoke Alarm: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Closet Shelves & Rods: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heater: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kitchen Area**

Countertop: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinets & Drawers: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Refrigerator/Freezer: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Microwave: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sink & Stopper: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stove/Oven: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bathroom**

Ceilings/Walls: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Countertop: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cabinets & Drawers: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sink & Stopper: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mirror: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shower: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Light Fixtures: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toilet: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floor: YES / NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to management with 72 hours of move-in.**