



2801 Coventry Trail Suite A, Madison, WI 53713
(608)271-0101 Fax 271-0114

Guest Information:

Permanent address _____ Phone _____
 _____ Fax _____
 E-mail _____ Cell Phone _____
 Employer _____ Phone _____
 Madison contact person _____ Phone _____
 In emergency please contact: _____ Phone _____

_____ is renting a 1 BR/2BR/3BR/ 1800sf Suite (circle apt size)
 Corporate Apartment from _____ 2pm check in, to _____ 11am check out

Rental Term - choose 1 by initialing: _____ Specific term as specified above
 _____ Week to week - 1st week specified above
 _____ Month to month 1st month specified above

Rental rates are seasonal and are listed in the table below. Your rent will adjust up or down on the 1st of the month when changes occur. For stays exceeding six months, your rent will be the lowest seasonal rate on the 7th month.

Apartment size	1 Bedroom	2 Bedroom	3 Bedroom	2 Bdrm Suite 1800 sf	
December, January, February, March					
Weekly Rate	\$ 325	\$ 350	\$ 375	\$ 450	*Effective June 1, 2008, for stays less than 30
Monthly Rate	\$1295	\$1395	\$1495	\$1795	
April, May, October, November					
Weekly Rate	\$ 375	\$400	\$425	\$500	days, Wisconsin sales tax (5.5%) will be added to the rent.
Monthly Rate	\$1495	\$1595	\$1695	\$1995	
June, July, August, September					
Weekly Rate	\$ 425	\$ 450	\$ 475	\$ 550	
Monthly Rate	\$1695	\$ 1795	\$1895	\$2195	
Daily- All year	1BR \$89	2BR \$99	3BR \$109	2BR Suite \$139	

Your key less door code is: _____ (each time you enter code the door opens)
Total number of occupants will be _____ **Names of all occupants:** 1. _____
 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Assigned Apt Address: 2801 Coventry Trail Apt. # _____ 2824 Landmark Place Apt # _____

(Apt # is subject to change, due to scheduling requirements. If you check in after hours please call during office hours to confirm apt. #)

First rental period is: _____ 2pm To _____ 11am. Rent for first rental period \$ _____
 \$200.00 Deposit toward the first period rent is due at the time this agreement is signed
 Balance of \$ _____ for the balance of the first period rent is due the time of check in.

Rent for the following periods is due by 11am on the first day of the next rental period.

Office hours are 9:30am to 5:30pm week days and noon to 4pm Sat & Sun.

Check in on first day of rental agreement, **2pm or after. Check out by 11am** on the last day of rental agreement.

To guarantee your reservation, Countryside Apartments must receive:

A signed copy of this agreement, \$200 deposit, copy of renter's picture ID & credit card in renter's name (Credit card hereby authorized for open charge in lieu of cash damage / security deposit) must be received by Countryside Apts by _____ or Countryside Corporate Apts may declare this agreement null & void.

ALL APARTMENTS ARE NON-SMOKING Most of our apts are non-pet apts (1 pet per apartment \$300 deposit)
Pets:(check one) No Pet Pet **List pet & size** _____ **Any pet allergies? Yes / No**
Smoking & pet rules strictly enforced. Smoking in our apts. or pet in non-pet apt, results in immediate tenancy termination. cleaning charges & forfeiture of pre-paid rent.

Do you want a Vonage Internet phone installed in the apartment? (See details on page 2)
 Yes _____ No _____

For VISA / MASTERCARD / AM EXP/DISCOVER payments:

I authorize Countryside Apartments to charge my VISA / AM EXP /MASTERCARD /DISCOVER:
 Card # _____ Exp. Date: _____ the amount of \$ 200.00
 for payment toward the first rental period. Zip code where credit card statement is mailed _____

Card holder's signature authorizing the above payment _____



Additional Policies

1. **Provide current picture ID & credit card.** Driver's license. or passport & Visa, Master Card, Discover, Am Exp (Not a debit card) Card in name of resident (or resident's employer with authorization), with \$1,000 minimum available credit. We verify \$1000 avail., make a copy of each, then you sign an open charge authorization. If guest has no qualifying credit card, each adult resident must fill out our rental application & pay \$20 each for credit report, rental history & employment verification. If approved, you pay security deposit of 1 month rent when you sign the rental agreement. Renter agrees the credit card or security deposit can be charged for any balance due after move out, in one charge or in a series of charges as credit is available.
2. **Apartment can be reserved only with payment toward first rental period** as noted on rental agreement at time of reservation. Rent for following rental periods is due by 11am on the first day of each rental period.
3. **Cancellation policy:** If written cancellation notice received by Countryside 30 days or more prior to agreement start date there is no charge (pre-paid rent refunded in full) Canceling less than 30 days prior to agreement start date is allowed (must be before scheduled start date) but you forfeit your pre-paid rent or \$200 whichever is less
4. **Sign a check in form and return it to the office.** You will receive the form with your keys. It lists the items in the apartment. Renter is responsible for items missing or damaged from their tenancy. A check in & check out can be done by landlord and tenant together.
5. **Renting week by week** requires a 7 day written notice to vacate.
You pay for 7 days beyond the day you give notice.
Renting month to month requires a 30 day written notice to vacate.
You pay for 30 days beyond the day you give notice.
Renting for Specific term - To terminate agreement earlier than specified in agreement, give 30 days written notice as you would renting month to month.
If you vacate with short notice, you still pay through the end of the required notice period. However, if we re-rent the apt. for you, we will refund rent you paid for that re-rented time, less a re-renting fee of \$200.
****IMPORTANT** We make our new rental scheduling decisions according to what we have already rented. We count on the proper notice time to do this and cannot re-negotiate the notice period later.**

Apartment Services

6. Apartment rent includes – All utilities: Gas heat, electric use up to \$60/month (renter pays any electricity over \$60/month), water, cable TV, all furnishings as listed on check in form.
 7. **Phone service** – If you are interested in having a phone in the apartment, we will provide A Vonage Internet phone. The cost is \$1.00 per day for the entire rental. The phone service offers unlimited local and long distance calls. Advise us prior to your check-in if you would like a phone in the apartment.
 8. **Housekeeping Service**- Provided Weekly at no extra charge and includes changing of sheets on beds that are used, fresh towels, cleaning kitchen, cleaning bathroom & vacuuming the apartment. You may order extra housekeeping visits for \$25 each.

Guest has read, understands & agrees to all terms on pages 1 & 2 of Rental Agreement.

X
Guest Signature

Print Name

Date

Countryside Apartments

Print Name

Date: