**CONTACT:**

Savannah Street, Behind Shoprite, Rumuomasi,

Port Harcourt, R/S.

08033354315

*Our ref.....*

# SHORT LET POLICY FOR ULAN RESIDENCE.

Address: _____

Phone: _____

Email: _____

This Short-Let Reservation is made this _____day of _____20____by: Name:

_____

Address: _____ Phone

Number: _____ Email

Address: _____ Means of

Identification: _____ ID

Number: _____

For the period of:

- Check-in Date: _____
- Check-out Date: _____
- Number of Guests: _____

# PAYMENT TERMS

1. The total accommodation fee for the duration of stay is ₦_____.
2. A refundable caution/damage deposit of ₦_____shall be paid before check-in.

3. Full payment must be made before access is granted to the apartment.
4. The caution fee shall be refunded within ____hours/days after inspection of the apartment, subject to no damage, loss, or breach of this Agreement.
5. Payments made are non-refundable except otherwise approved by Management.

## USE OF APARTMENT

The Guest agrees that:

1. The apartment shall be used strictly for residential and lawful purposes only.
2. The apartment shall not be used for:
   - Parties or events without approval;
   - Illegal activities;
   - Drug use or trafficking;
   - Internet fraud or cybercrime;
   - Any activity capable of disturbing neighboring residents.
3. The number of occupants shall not exceed the number declared at check-in.

Ulan HOMES LIMITED

## VISITORS POLICY

1. Visitors are permitted only with the consent of Management, and the Guest shall be responsible for the conduct of all visitors.
2. Overnight visitors not declared during booking may attract additional charges.

## SECURITY AND IDENTIFICATION

1. A valid government-issued means of identification shall be provided before

check-in, and management reserves the right to deny accommodation where proper identification is not provided.

2. The Guest shall ensure that doors, windows, and appliances are secured when leaving the apartment.

4. Weapons, firearms, hard drugs, and dangerous substances are prohibited on the premises.

## DAMAGES, LOSS, AND INVENTORY

1. The Guest shall keep the apartment and all items therein in good condition.
2. The Guest shall be liable for any damage, breakage, theft, or loss caused by the Guest or visitors.
3. Management reserves the right to deduct repair or replacement costs from the caution deposit.
4. Missing items discovered after check-out shall be charged to the Guest.

Ulan HOMES LIMITED

## NOISE AND CONDUCT

1. Loud music, fighting, shouting, or disorderly conduct is prohibited.
2. Quiet hours shall be observed from 10:00 PM to 7:00 AM.
3. Any behavior capable of causing nuisance or security concerns may result in immediate termination of stay.

## ELECTRICITY, GENERATOR & UTILITIES

1. Guests shall use electricity and water responsibly.
2. Generator usage shall be regulated according to the Management schedule.

3. Air conditioners, TVs, water heaters, and appliances must be switched off when not in use.

4. Tampering with electrical, internet, or plumbing installations is prohibited.

## SMOKING POLICY

1. Smoking is prohibited indoors except in designated areas.

2. Smoking-related damages or odors requiring deep cleaning shall attract additional charges.

## HOUSEKEEPING

1. Housekeeping shall be carried out according to the agreement between the Guest and the Management.

2. Guests shall permit reasonable access for cleaning, maintenance, or emergency repairs.

Ulan HOMES LIMITED

## MANAGEMENT'S RIGHT OF ENTRY

Management reserves the right to enter the apartment for inspection, maintenance, repairs, emergencies, or security reasons where breach of this Policy is suspected.

## TERMINATION OF STAY

Management reserves the right to terminate this Agreement without refund where the

Guest violates these terms, engages in unlawful activity, causes disturbance or damage, or refuses to comply with Management directives.

The Guest shall immediately vacate the apartment upon such termination.

## LIABILITY DISCLAIMER

1. Management shall not be liable for loss of cash or valuables, theft of personal belongings, injuries, or accidents occurring during the stay, except where caused by proven negligence.

2. Guests occupy the premises at their own risk.

By signing below, the Guest confirms that he/she has read, understood, and agreed to abide by the terms and conditions of this Policy.

Name: _____

Signature: _____ Date: _____