



NA PAINA POLICIES & PROCEDURES

www.napaina.com

1. A \$500 Reservation/Security Deposit is required to secure a reservation. The deposit check made payable to Rena Brownell should be mailed to: Annie Dockins, 24402 Borrego Court, Laguna Niguel, CA 92677, with reservation dates specified. NO RESERVATION WILL BE HELD WITHOUT THIS DEPOSIT.
2. The Reservation/Security Deposit is non-refundable if cancellation is made within 90 days of reservation dates.
3. A receipt for the \$500 Deposit will be returned to renter along with a Rental Agreement. The Agreement should be filled out, dated, signed and returned with a check for the full amount of Rent and Cleaning charges no later than 8 weeks before arrival date. The Security Deposit may not be applied to the rent or cleaning charge.
4. A complete copy of the Rental Agreement, a map showing directions to Na Paina and two keys to the house will be sent to the Renter immediately on receipt of the rent check. The safety of these keys is essential for the security of the house. In case of lost keys, call (949) 831-2580 or (949) 500-4491.
5. Upon arrival, renters should check all notices posted near phone and wet bar area. These notices concern water safety, security, house rules and other information put there for the safety and convenience of Renters.
6. Renters may contact owner/manager if necessary. Annie Dockins (949) 831-2580 or Steve Dockins (949) 500-4491. There are numbers by the phone in case of emergencies.
7. Check in time is after 2:00pm and check out time is before 10:00am. Be sure all doors are locked on departure.
8. The Reservation/Security Deposit will be returned to Renter on receipt of Na Paina house keys less telephone charges covering that period and pursuant to terms and conditions of the Rental Agreement. Any inter-island calls or other long distance calls will be deducted. Renters should use their calling cards, cell phone or call collect. Any costs for damages will also be deducted.