

# Application - Kirkland Lake Residence

## Personal Info

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Cell Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth Day: \_\_\_\_\_ Month \_\_\_\_\_ Year: \_\_\_\_\_

## Parking

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_

License Plate \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

## Room Selection (check one)

### Weekly

- Small Room
- Large Room
- Large Room, Private Washroom
- Large Double Room
- Large Double, Private Washroom

### Monthly

- Small Room
- Large Room
- Large Room, Private Washroom
- Large Double Room
- Large Double, Private Washroom

Please note that we will try our best to accommodate your choice, but availability is not guaranteed.

Anticipated Arrival Date: \_\_\_\_\_ Anticipated Departure Date: \_\_\_\_\_

A \$100 deposit is required to guarantee your room. Funds can be sent via email transfer to [accounting@sandstonemanagement.ca](mailto:accounting@sandstonemanagement.ca) (password: coffee) or you can call the office at 705-567-5031 to pay by credit card.

# Short-Term Stay Agreement (Ontario)

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ .

BETWEEN:

\_\_\_\_\_  
Sandstone Property Management  
(hereafter referred to as the "Landlord")

AND:

\_\_\_\_\_  
(hereafter referred to as the "Guest")

REGARDING:

\_\_\_\_\_  
51 Fourth Street, Kirkland Lake, P2N 1T2 Room \_\_\_\_\_  
(Address of Premises)

FEE:

\_\_\_\_\_ + HST per Week / Month (circle one)

Rental Period begins at 4 PM on the day of arrival and ends at 12 PM on the day of departure

1. To ensure maximum fairness for all, Sandstone Management Inc. operate on a first reserved, first serve basis and does not discriminate. Reservations are guaranteed upon receipt of payment.
2. Reservation Guarantee - If our property is damaged outside of our control, such as fire, flood, earthquake etc, and we cannot fulfill your reservation, you will be given the option to either cancel your reservation with a 100% refund, or be moved to a comparable property. If we fail to successfully relocate you, you will receive a full refund.
3. Cancellation by Guest: All payments are non-refundable. If we can replace your booking, we will refund your money at the re-booked rate minus a 20% cancellation fee.
4. The Guest may lengthen the reservation subject to availability. If you would like to shorten your reservation, please note that your deposit calculated on the original amount is non-refundable; if the balance has been paid in full, then it will be re-adjusted to reflect your shortened reservation subject to the cancellation policy terms. Extension of stays are also bound by this agreement.
5. The Property Manager, Owner or Owners Representative has the right to inspect the premises without prior notice at any time to enforce the terms of this agreement. Should the Guests violate any of the terms of this agreement, within reason, the rental period shall be terminated immediately. The Guests waive all rights to process if they fail to vacate the premises upon termination of the rental period. The Guests shall vacate the premises at the expiration time and date of this agreement.
6. Guests may bring their own mini fridges or freezers for use in their room. Each refrigeration unit is subject to an additional fee of \$10 per month to cover the hydro usage.
7. Guests may bring their air conditioning unit for use in their room. Each air conditioning unit is subject to an additional fee of \$25 per month to cover the hydro usage.
8. There is no telephone in the unit, but there is very good cell phone reception. Emergency medical and police service can be called by dialing 911. Property Manager After Hour Emergency Number 1-877-417-1155.

9. The Guests shall maintain the premises in a good, clean, and ready to rent condition, and use the premises only in a careful and lawful manner. The Guests shall leave the premises in a ready to rent condition at the expiration of the rental agreement, defined by the Owner as being immediately habitable by the next Guests. Guests shall pay for maintenance and repairs should the premises be left in a lesser condition. Housekeeping services are provided only after check out or just prior to check in. Refreshers can be arranged for stays longer than 7 nights.
10. The Guests shall dispose of all waste materials generated during the rental period in a lawful manner and put the trash in the assigned bins. It is not permitted to leave trash outside the room at any time nor outside the building because it attracts animals.
11. The Guests shall pay for any damage done to the premises over and above normal wear and tear and is responsible for ensuring that these policies are respected and adhered to. Guests release the Property Owners from any and all liability for theft or injury while in transit to the property, in the property, or on adjacent lands.
12. No animals or pets of any kind will be brought onto the premises.
13. The Guests shall not sublet the property.
14. The Guests shall have no more than 1 (one) persons reside or sleep on the premises unless additional provisions have been made with the Property Manager.
15. The Guests shall behave in a civilized manner and shall be good neighbors respecting the rights of the surrounding rooms. The Guests shall not create noise or disturbances likely to disturb or annoy the surrounding Guests. Quiet hour starts at 10 PM and outdoor noise should be kept to a minimum. Fines will be levied on the spot to Guests who are disturbing the peace. The security company or the Property Manager may also evict guests from the premise. Guests are also responsible for fines levied against the Owner as result of noise bylaw infringements incurred by the Guest. Normal conversation pitch is accepted. Continued screaming, yelling and/or swearing are not. The Owner nor Property Manager will not refund evicted Guests.
16. SMOKING IS NOT PERMITTED INSIDE THE PREMISES and is strictly enforced. Smoking inside will result in significant charges as outlined in the Property Damage Policy as well as possible eviction. Smoking is allowed outside. Designated smoking areas are provided with picnic tables and butt cans.
17. This unit is equipped and set up as a fully furnished unit that may or may not include: single beds and sheets, linens, blankets, pillows, towels, fully equipped kitchen, common laundry and TV. For the Guests convenience, toilet paper, paper towels, dish detergent, and hand soap will be supplied and will be replaced if consumed during stay. No reimbursement will be made for unused consumables left at the premises by the Guest.
18. The Guests and their guests shall hereby indemnify and hold harmless the Owner and Property Manager against any and all claims of personal injury or property damage or loss arising from use of the premises regardless of the nature of the accident, injury or loss. Guests expressly recognize that any insurance for property damage or loss that the Owner may maintain on the property does not cover the personal property of Guests, and that Guests should purchase their own insurance for Guests and their guests if such coverage is desired.
19. Guests shall see to their own security while in the property by locking doors, windows, etc. when it is prudent to do so.
20. Guests agree to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by Owner and Property Manager enforcing this agreement. Guests expressly acknowledge and agree that this Agreement is for transient occupancy of the Property, and that Guests do not intend to make the property a residence or household.
21. We occasionally experience outages that are beyond our control. We report outages as each occurs. No refunds or compensation will be given for any outages. There shall be no refunds of rents due to shortened stays or ruined expectations because of weather or other conditions.
22. There shall be no refunds of rents because of shortened stays or ruined expectations due to work and family emergencies or other commitments.
23. Guest shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, abuse of any person, harboring fugitives, etc.; shall cause termination of this agreement with no refund of rents or deposits.

- 24. Fire extinguishers are located throughout the hallways. Each fire extinguisher was fully charged at last inspection. It is the duty of the Guest to inform the Owner or Owners Representative immediately should the fire extinguisher become less than fully charged. Guest agrees to use the fire extinguisher only for true emergencies.
- 25. The property has fire alarms installed and they are believed to function properly at the time of rental. Guest will notify Owner or Owners Representative without delay if a fire alarm chirps or has a low battery condition or any other unusual incident occurs with respect to the fire alarm. Parking is provided in the surface lot at the back of the building. During their stay, the Guest is entitled to park. Due to limited parking, there is only 1 parking space available for each room. Additional guests may park in guest's parking spaces, on a first come first serve basis.
- 26. Valuable items left behind by Guest will be held for the Guest and every reasonable effort will be made to contact the Guest for return. If items are not claimed for longer than 3 months they shall become the property of the Owner. The Owner shall not be held liable for condition of said items.
- 27. Cable TV is provided and the service level has been chosen by the Property Manager. No refund of rents shall be given for outages, content, lack of content, or personal preferences with regard to cable TV service. High-speed wireless internet is provided as a convenience only and is not integral to the agreement. No refund of rents shall be given for outages, content, lack of content, speed, access problems, lack of knowledge of use, or personal preferences with regard to internet service.

PRIVACY - The Owner and Property Manager agree to not sell, refer, rent or divulge to any third parties the names or personal information of their Guests without prior written consent from the Guests, except under force of law, or for law enforcement purposes relating to policy and property violation. The Owner agrees to not use the Guests personal information for any reason other than its original intended purpose without written consent from the Guest. Guests agree to not sell, refer, rent or divulge to any third parties the names or personal information of the Owners without prior written consent from the Owners, except under force of law or for law enforcement purposes. Guests also agree to not use Owner's or Property Manager's, staff or contractors personal information for any reason other than its original intended purpose without written consent from the respective parties.

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Guest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**IMPORTANT INFORMATION**

Your mailing address is: 51 Fourth Street, Kirkland Lake, ON, P2N 1T2

After Hours Emergency Number: 1-877-417-1155

Quiet Hours: 10:00 PM to 8:00 AM