Kirkland Lake Residence Application

**Guest Personal Info**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Home Address  (City, Prov, Postal Code) |  | | | |
| Cell Number |  | Email |  | |
| Date of Birth | Day: | Month: | | Year: |

**Parking**

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Make: |  | Model: |  |
| Vehicle Colour: |  | License Plate |  |

**Guest Emergency Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Relationship |  | Phone Number |  |

**Room Selection (check one)**

|  |  |
| --- | --- |
| **Weekly** | **Monthly** |
| **☐ Small Single Room - shared washroom** | **☐ Small Single Room - shared washroom** |
| **☐ Large Single Room - shared washroom** | **☐ Large Single Room - shared washroom** |
| **☐ Large Single Room - private washroom** | **☐ Large Single Room - private washroom** |
| **☐ Suite ☐ A ☐ C ☐ D ☐ E ☐ O** | **☐ Suite ☐ A ☐ C ☐ D ☐ E ☐ O** |
| **☐ Large Room - Additional Occupant** | **☐ Large Room - Additional Occupant** |
| **☐ Mini Fridge: $11.30/week or $28.25/month (HST included)**  **☐ Mail and Parcel Services: $11.30/month (HST included)** | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated Arrival Date: |  | Anticipated Departure Date: |  |

*Independent check-ins are available after hours, you will get your keys from a lockbox. A $56.50 after-hours fee (HST included) will be applied for applications or check-ins that require staff intervention outside of standard business hours (Monday-Friday, 9 am – 5 pm).*

**Credit Card for Security Deposit:**

*The purpose of this deposit is to cover any potential damage to the property, missing items, excessive cleaning fees, or any outstanding charges that may occur during your stay. Any items charged to the credit card will have a 3.5% credit card fee added. If you are unable to provide a credit card, we require a $300 refundable deposit.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name on Card |  | | |
| Number |  | Expiry |  |

*IMPORTANT:* To ensure quick processing of your application, please include a copy of your government-issued Photo ID when you submit your application and agreement.

Payments can be made by e-transfer to [accounting@sandstonemanagement.ca](mailto:accounting@sandstonemanagement.ca)

*Please set the password to:* ***coffee***

Short-Term Stay Agreement (Ontario)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| THIS AGREEMENT made the |  | day of |  | , 20 |  |

|  |  |
| --- | --- |
| BETWEEN: | Kirkland Lake Residence |

(hereafter referred to as the “Host”)

|  |  |
| --- | --- |
| AND: |  |

(hereafter referred to as the “Guest”)

|  |  |  |  |
| --- | --- | --- | --- |
| REGARDING: | 51 Fourth Street, Kirkland Lake, ON, P2N 1T2 | Room |  |

(Address of Premises)

|  |  |
| --- | --- |
| FEE: |  |

**Renting a room at Kirkland Lake Residence is considered short-term accommodation and does not constitute a tenancy agreement under the Ontario Landlord and Tenant Board.**The Rental Period begins at 4 PM on the day of arrival and ends at 11 AM on the day of departure.

**1. Reservation and Payment**

* Reservations are confirmed on a first-reserved, first-served basis upon receipt of full payment. Discrimination is not tolerated.
* Independent check-ins are available after hours, allowing retrieval of keys from a lockbox. A $56.50 after-hours fee *(HST included)* will be applied for applications or check-ins that require staff intervention outside of standard business hours (Monday - Friday, 9 am – 5 pm).

**2. Reservation Guarantee**

* In the event of property damage or unforeseen events (fire, flood, or similar) preventing fulfillment of your reservation, you will have the choice to:
  + Cancel and receive a full refund, or
  + Be relocated to a comparable property. If relocation is unsuccessful, a full refund will be provided.

**3. Seasonal Increases**

* KLR reserves the right to apply seasonal rate increases during high-demand periods. Rates may change with 30 days' notice.

**4. Booking Options and Cancellation Policy**

Kirkland Lake Residence offers two booking options to accommodate the varying needs of our guests:

*1. Weekly Term (Flexible Option)*

* Guests who are uncertain of the duration of their stay are encouraged to select a weekly stay. This option provides greater flexibility, allowing guests to extend their stay on a weekly basis, subject to availability.

*2. Monthly Term (Discounted Rate Option)*

* Monthly stays are ideal for guests who know they will be staying at the Kirkland Lake Residence for an extended period and wish to benefit from discounted rates.
* **Monthly Renewal Required:** All monthly bookings are subject to renewal at the end of each month, regardless of the anticipated length of stay.
* **Extensions:** Monthly stays may be extended subject to availability and confirmation by the administrative team.
* **Notice Required:** Guests must provide at least five (5) days’ notice prior to the end of their current term if they wish to extend their stay.

**Cancellation and Refund Terms**

* **Pre-Move-In Cancellations:**
  + If notice of cancellation is provided at least forty-eight (48) hours prior to the scheduled move-in date, a refund will be issued less a twenty percent (20%) rebooking fee.
* **Post-Move-In Cancellations:**
  + Once a guest has moved into the unit, no refunds will be issued, regardless of whether the stay is on a weekly or monthly basis.

**5. Reservation Modifications**

* Extensions are subject to availability and must be confirmed by the administrative team.

**6. Security Deposit**

* A valid credit card must be provided as a security deposit. This card may be charged for any damages, missing items, excessive cleaning fees, or outstanding charges incurred during the stay.
* A 3.5% credit card fee will apply to any charges processed.
* Guests who are unable to provide a credit card must submit a $300 refundable security deposit.

**7. Agreement Status**

* This agreement does not establish a landlord/tenant relationship. It is solely a short-term lodging agreement.

**8. Violations and Enforcement**

* Guests must adhere to all terms outlined in this agreement. Failure to comply with any provision will result in immediate eviction without refund.
* Guests are responsible for any legal fees or collection costs incurred in enforcing this agreement.

**9. Inspections**

* The Owner or Property Manager may inspect the premises without prior notice.

**10. Behaviour and Noise**

* Quiet hours are from 9 PM to 9 AM. Disruptive behaviour or noise may result in fines or eviction.
* There is a zero tolerance policy regarding behaviour that threatens and disrupts the enjoyment, safety, and security of guests and staff.

**11. Legal Compliance**

* The premises must be used for legal purposes only. Illegal activities will result in immediate eviction without refund.

**12. Housekeeping and Cleanliness**

* Guests are responsible for maintaining cleanliness. Weekly housekeeping is provided on a fixed rotating schedule for stays longer than 7 days.

**13. Waste Disposal**

* All trash must be placed in designated bins. Leaving trash outside rooms or in common areas is prohibited.

**14. Smoking Policy**

* Smoking and vaping are prohibited inside the property. Outdoor smoking areas are provided.

**15. Visitor Policy**

* Office staff must be notified of all visitors. One visitor per unit unless otherwise approved. Visitors staying longer than 48 hours will incur a $56.50 *(HST included)* per night charge.

**16. Damage and Liability**

* Guests are responsible for damages beyond normal wear and tear, including but not limited to stains, broken furniture, and appliance misuse. The Owner is not responsible for theft or personal injury. The Guest releases 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.

**17. Security**

* Guests are responsible for locking doors and windows as necessary.

**18. Fire Safety**

* Fire extinguishers and smoke detectors are provided. Guests must report any safety concerns immediately.

**19. Insurance and Indemnity**

* Guests are advised to secure personal insurance. The Owner is not responsible for property loss or personal injury.

**20. Appliance Fees**

* Additional monthly charges apply for personal appliances to cover the extra utility costs:
* Mini-fridges or freezers: $15/month + HST ($16.95)

**21. Parking**

* One standard parking space is included per unit. Parking for additional vehicles must be approved in advance and may be revoked with 48 hours’ notice. All vehicles must be plated and roadworthy. Unauthorized or improperly parked vehicles may be towed at the owner’s expense without notice. KLR is not liable for any loss, damage, or theft involving parked vehicles.

**22. Wi-Fi Use**

* Wi-Fi is provided as a courtesy for basic use. High-bandwidth activities (such as streaming or gaming) may not be supported. Guests are strictly prohibited from using the property’s Wi-Fi for illegal purposes.

**23. Prohibited Items and Activities**

* Subletting of rooms or transferring the reservation to another party without written consent from the Owner or Property Manager is strictly prohibited.
* Firearms, ammunition, and weapons are not permitted.
* No pets or animals are allowed.
* Storage of large items (furniture or appliances) is not allowed.

**24. Service Outages**

* No refunds will be provided for service outages, including cable, internet, or utilities.

**25. Lost and Found**

* Items left behind will be held for 30 days before disposal.

**26. Mail Delivery**

* In order to keep costs low, we do not offer 24-hour concierge or mail services as part of a stay at the Kirkland Lake Residence. Mail and package delivery services are not included but may be arranged as a value-added service for an additional charge.

**27. Privacy**

* The Owner and Property Manager will not share guest information without written consent, except as required by law. Guests agree not to share Owner or Property Manager information without consent.

**28. Emergency Contacts**

* Emergencies requiring police, fire, or ambulance: Dial 911
* Property Manager (after-hours): 1-877-417-1155

**29. Lockouts**

* If you are locked out, call 1-877-417-1155 for assistance. Lockouts during regular office hours (Monday–Friday, 9 AM–5 PM, excluding holidays) are free of charge. Your first lockout outside office hours is also free.
* Additional after-hours lockouts are subject to a $84.75 (HST included) fee.
* Lost keys will incur a $45.20 (HST included) replacement fee, charged in addition to any applicable lockout fee.

**Acknowledgements:**

* I confirm that I have read and understood this full agreement.
* I acknowledge that this agreement does not constitute a landlord/tenant relationship, but is solely for short-term accommodation.
* I am responsible for any damages, missing items, or excessive cleaning required after checkout.
* I agree to a minimum charge of $200.00 + HST ($226) if I bring a pet or smoke/vape in the room.
* I authorize any charges to my credit card or security deposit for these costs.

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| --- | --- | --- |
|  |  |  |
| Host |  | Guest |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | Date |

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

Quiet Hours: 9:00 PM to 9:00 AM