

Private Collection Booking Form

PLEASE COMPLETE THIS ENTIRE FORM – (YOUR SIGNATURE IS REQUIRED IN 2 DIFFERENT PLACES*)

Name: _____
Address: _____ Telephone (Home): _____
City/State/Zip _____ Telephone (Work): _____
Fax: _____ E-Mail Address: _____
Cell #: _____

PROPERTY RENTED

Name of Property: _____ Check in date: _____ Check out date: _____
Name of Property: _____ Check in date: _____ Check out date: _____

LIST OF ALL PEOPLE STAYING WITH YOU IN THE PROPERTY(S)

LAST NAME	FIRST NAME	AGE IF 18 OR UNDER
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL NAMES CAN BE ADDED TO BACK OF THIS FORM

Departure date from USA _____ Return date to USA _____
(Just in case we need to call you at the last minute. It helps to know if you are at home)

INSURANCE: All bookings are non-refundable therefore we strongly urge you to purchase cancellation insurance within 7 days of booking your house.

Please check one: YES, I WANT INSURANCE INFO NO, I ALREADY HAVE, or I DECLINE INSURANCE

Please sign declaration below*. Your booking will not be processed without this signature.

Cancellation Declaration: I understand my payment to the owner of the home I have rented through SBC & Assoc., Inc. is totally non refundable.

*Signature: _____ Date: _____

If a problem should arise in your house, it must be settled with the owner prior to leaving Italy. We cannot attend to these matters after you return. You may call us collect from Italy if your owner does not sort out the problem.

Remittance Summary:

Cost of Property (stated in \$ or €)

Baby Bed possible on request.

Deposit (usually 30% of the full price, or 100% if paying within 10 weeks of start of holiday). The deposit or total is to be paid to the owner as instructed by SBC Assoc, Inc. agent. You may wish to pay your booking fee by credit card. Booking Fee:

We charge a \$50 booking fee to each client. If you are booking more than one location there is only one fee. This may be paid by personal check or with a credit card (Visa/MC.)

If you have already given us a CC#, please just sign to show authorization of use.

Card # _____ Expiration Date _____ Security Code _____

Signature _____ Name on Card: _____

Booking Conditions: I confirm I am a member of the group staying in the house, that I am over 18 years old and that I accept the prices quoted. I agree that we will take good care of the property, tidy it on departure and abide by the arrival & departure times. I will remove the trash daily, pay telephone and utility fees where applicable and alert the owner if there is damage done to the house during my stay. Some owners require a security deposit upon arrival, and in some cases there is a cleaning fee required. Please check your directions for further information.

*Signature: _____ Date: _____

****Your signature is required here as well as above in the insurance section before we can process your booking****

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