

PLEASE READ THE "DEPOSIT AND CANCELLATION POLICY" AND "HOUSE RULES" BELOW. The House Rules come from situations we encountered while doing vacation rentals since the summer of 1986. We appreciate your acceptance and help in keeping our properties clean, safe and well-maintained for you and other guests. Following these rules helps us clean the units quicker and more efficiently and avoid charging a cleaning fee like the other rentals in Ketchikan are doing.

Please fill in your travel information, sign and return by email, fax or mail upon receipt. Make a copy for your records.

Name: John Albertson

Confirmation ID: YY723G36

Arrival Flight #: AS 65

Arrival Time: 8:52 AM

Departure Flight #:

Departure Time: 9-9:30 AM

DEPOSIT AND CANCELLATION POLICY: Full payment is required on one to four night stays. A deposit of 50% of the total reservation is required on stays of five nights or more. We accept PayPal, personal check, postal money order, Visa, MasterCard, Discover and American Express. The balance is due 60 days prior to arrival. If payment is made with a credit card, the cancellation fee is 5% of the amount paid with a minimum of \$100 fee. If payment is by cash or check, the cancellation fee is \$100. We require 60 days advance notice of the arrival date to receive a refund. **Travel insurance is available direct from Travel Guard at 800-826-5248.**

HOUSE RULES: (SHARE THESE RULES WITH EVERYONE IN YOUR GROUP). They are also posted at the house.

1. **ALL TRASH** including aluminum cans, plastic and glass need to go in a trash bag that is tied with a **DOUBLE KNOT** before putting the trash in the dumpster. **We take the trash to the landfill.** The yellow dumpster is located by the gray house with a blue roof. Be sure to put the steel bar back on the dumpster to keep the bears out of the trash.
2. The house is stocked prior to your arrival. We do not restock during your stay except to supply drinking water. Put the empty bottles on the deck with the lids and we will bring more water. Contact us if we need a reminder.
3. **Please conserve water when we have a dry spell.** Since we are not catching water when the weather is not raining or it is freezing, we could run out of water and will need to have water delivered.
4. **Smoke outside and use the cigarette receptacle.** Do not throw butts, nut shells, crab shells, etc. on the ground.
5. **DO NOT put grease down the sink.** Use the Grease Can on the counter for bacon grease and jars under the sink for used oil.
6. **Do not cut on the counters without using cutting boards.**
7. **DO NOT** use house towels, wash cloths, kitchen towels or dish rags for fish or cleaning rags. Old towels and fish rags are provided in the laundry area near the washer and dryer.
8. **TURN OFF room thermostats BEFORE opening the windows.** You should close windows at night to prevent our small bugs from coming through the screens.
9. **TURN OFF** coffeemaker, lights, televisions and bathroom heaters before leaving each day.
10. **CLEAN ALL FISH AT THE MARINA.** You may bring fish fillets to the house to process for freezing. Clean up after processing fish. **ALL FISH SCRAPS, UNUSED BAIT, SEA FOOD SHELLS, ETC. NEED TO GO IN DOUBLED TRASH BAGS SECURELY TIED WITH A DOUBLE KNOT OR IN A ZIPLOCK BAG BEFORE PUTTING THEM IN THE DUMPSTER TO AVOID LEAKAGE AND SMELL.**
11. **If you need to dump the burned wood and ashes in the fire pit, DO NOT dump it in the yard. Take it to the wooded area along the perimeter of the property. You can check with us to see where the best place is to dump it.**
12. **DO NOT STRIP THE BEDS.** We make the beds faster if we remove the sheets and blankets ourselves.

PLEASE DO THE FOLLOWING THINGS AT CHECK-OUT:

1. Wash all dishes you used or run the dishwasher.
2. Wipe off kitchen counters and remove fish scales from sink and counters.
3. Clean up any spills in the oven, refrigerator and microwave.
4. **CLEAN THE FOLLOWING ITEMS IF YOU USED THEM: BBQ, CRAB POT, BUCKETS, AND ICE CHESTS.**
5. Gather all towels and wash cloths and start a load in the washer. Do not use chlorine bleach.
6. You can leave the house unlocked. Don't forget to leave the room keys to Knudson Cove Lodge.

SIGNATURE/ACCPTANCE _____ DATE _____