



bca

business-class accommodations, llc.

Terms and Conditions

Lodging Agreement & “House Rules”

This agreement governs short-term and extended-stay lodging arrangements made through Business-Class Accommodations (BCA) or the Business-Class Accommodations online reservation system and provides for the following limitations:

1. **LENGTH OF STAY** - varies with your pre-paid reservation dates. See confirmation documents and payment arrangements for details and to verify exact check-in and check-out dates.
2. **CHECK-IN** - Regular CHECK-IN TIME is after 3:00 P.M. ET on the Check-in Date shown on your confirmation. CHECK-OUT is before 11:00 A.M. ET on the Check-out Date shown on your confirmation; the property must be vacated by this time or additional charges will apply. Early check-ins requires the reservation to start one day prior to your arrival date. Late check-outs require the reservation to extend one day after departure.
3. **SMOKING IS PROHIBITED** – All BCA properties are SMOKE-FREE environments both indoors and out; for the health of all our guests, please do not smoke in any interior spaces or anywhere on the premises. Additional Environmental Fees will apply if evidence or odor of smoke is detected. Tampering with smoke detectors is a crime and cause for immediate removal and cancellation of remaining stay without refund.
4. **PETS** - Pets are NOT permitted inside or on the property at any time.
5. **DAMAGE/SECURITY DEPOSIT** - A damage deposit AUTHORIZATION of \$295 is required prior to check-in and will automatically be applied to the credit card used for the reservation unless other arrangements are made in advance. This must be received within (2) days of arrival. Guests are responsible for all damages. Any damages will be charged to the credit card on file at replacement cost, which may exceed the authorization amount. Guests will not be charged provided that:
 - a. No damage is done to home or its contents, beyond normal wear and tear.
 - b. No charges are incurred due to contraband, pets, or collection of fees or services rendered during the stay.
 - c. All debris, rubbish, and discards are placed in refuse containers outside, and soiled dishes are placed in the dishwasher and/or cleaned.
 - d. All keys are returned to management office or left in the key box or agreed location, and home is left locked.
 - e. All charges accrued during the stay are paid prior to departure.
 - f. No linens are lost or damaged.
 - g. No early check-in or late check-out without prior written approval.
 - h. The “Check-out Checklist” is completed.
 - i. The number of registered guests is not exceeded.
6. **PAYMENT** – 100% of total stay must be paid by credit card at the time of booking to confirm your reservation.



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7. **RECURRING BILLING FOR LONG-TERM GUESTS** – Guests intending to stay beyond 2 weeks may be placed on a 2-week billing cycle after paying the first 4 weeks (2 billing cycles) in full. Guests will maintain a credit card on file to be automatically billed on the last business day prior to the next two-week renewal period.
8. **CANCELLATIONS** - Cancellation must be made in writing and confirmed as received by Business-Class Accommodations. If you do not receive confirmation that your cancellation request was received by BCA, your cancellation request has not been received.
 - a. Cancellation more than 14 days prior to check-in: Refund amount = Amount paid minus \$100 booking fee or 10% of total stay, whichever is greater.
 - b. Cancellation or early departure after payment in full (less than 14 days prior to check-in) does not warrant a refund of any payments, fees or deposits. Due to the nature of an extended stay property, each apartment is assigned for the entire length of stay and, unlike a hotel room, is unmarketable on short notice. Therefore, refunds due to early termination are not possible and you may choose to purchase travel insurance separately.
9. **MODIFICATIONS** – Extended stay guests, with recurring billing, who require a change which results in a shortened stay must notify management in writing at least 14 days prior to planned check-out to avoid being billed for the next 2 week period.
10. **MAXIMUM OCCUPANCY**- The standard number of guests for each property is clearly outlined in the property type and description. Rules and limits on additional guests vary by property and may be arranged in advance for an additional fee. Gatherings exceeding the maximum occupancy are not permitted at any time without prior approval and for an additional fee.
11. **MINIMUM STAY - BCA PROPERTIES REQUIRE A THREE (3) NIGHT MINIMUM STAY.** Longer minimum stays may be required during holiday periods. If a reservation is less than the minimum stay requirement, the guest will be charged the sum of the minimum number of nights.
12. **LINENS & BED CARE** – Rates include a one-time linen setup service fee. We do not permit towels or linens to be taken from the home. Missing or soiled linens will be charged to the guest at replacement cost.
13. **WEEKLY CLEANING SERVICE** – All stays less than one week include a check-out cleaning service. Longer stays include a cleaning and linen change-out. The specific date(s) of your cleaning service(s) will be noted on your registration card at check-in and vary by length of stay.
14. **RATE CHANGES** – Rates vary and are subject to change without notice.
15. **FALSIFIED RESERVATIONS** – Any reservation obtained under false pretense will be subject to forfeiture of advance payment, deposit and/or rental fees, and the party will not be permitted to check-in.



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16. WRITTEN EXCEPTIONS – Any exceptions to the above mentioned policies must be approved in writing in advance.
17. PARKING – Parking is by permit only and limited to one vehicle. Vehicles are to be parked in designated parking areas only and must display the BCA parking pass on dashboard at all times. Parking on the road is permitted and at your own risk, but reference the posted signs for conditions. Any illegally parked cars are subject to fines and towing; applicable fines/towing fees are the sole responsibility of the vehicle owner.
18. FIREPLACES - Fireplaces, if present, are not operational. DO NOT USE.
19. STORM POLICY/ROAD CONDITIONS - No refunds will be given for storms, road conditions, flight cancellations or other schedule changes.
20. TRAVEL INSURANCE - We highly recommend you purchase travel insurance.
21. SEWER - DO NOT FLUSH anything other than toilet paper. No feminine products, dental floss, or other debris should be flushed at anytime. If it is found that feminine products or other non-toilet paper items are flushed, you will be charged for plumbing damages and repair costs.
22. EARLY TERMINATION - Any of the following will be cause for termination without refund and immediate removal from the property:
 - a. Excessive noise
 - b. Rude behavior
 - c. Undisclosed occupants
 - d. Exceeding the maximum occupancy at any time
 - e. Illegal activities
 - f. Any action involving the police
 - g. Declined credit card or non-payment
 - h. Damage to home or contents identified prior to expected check-out
 - i. Overstaying the pre-determined check-out date

BCA at its sole discretion may terminate all utilities, remove the guest's belongings and change the locks as a result of any of the Early Termination conditions noted above.

23. Rates & Availability are subject to change without notice. Unexpected closures may occur as a result of repairs & maintenance, utility interruptions, inclement weather or other factors beyond our control affecting the number of apartments available at any given time. We reserve the right to cancel or modify your reservation and offer full refund of the amounts paid in advance as maximum compensation.

By checking the box on the invoice, online Payment page OR signing the Credit Card Authorization, I hereby Certify that I have Read, Understand and Agree to All Terms of this Agreement prior to check-in.