



GPM
Guanacaste Property Management

“Manage Like We Own It - Big Enough To Serve - Small Enough to Care”

General information

Check-in / Checkout: All Year: 2:00 pm to 4:00 pm* / 11:00 am

* however, we reserve the right to extend check-in time if necessary to allow extra time for cleaning or maintenance.

LATE ARRIVAL: We will be happy to leave a packet containing keys and directions to properties for any of our guests arriving after our office is closed*, provided they have paid their balance in full. For your late check-in please contact reservations@gogpm.com. * Otherwise a forfeiture \$20 will be asked for late check-ins.

OCCUPANCY: The maximum occupancy will be listed on our rental agreement and includes children, except infants in cribs at time of occupancy.

KEY DEPOSIT: A key deposit of \$20.00 for two sets is required at check-in and will be refunded provided that the tenant vacates at 11 a.m. and returns the keys to the property management office by 11 a.m. on the day of departure. If you decide to checkout while the property management office is closed, you can leave the keys inside the property. Failure to checkout on time or not returning keys by 11 a.m. will result in forfeiture of the key deposit.

PETS: Most rental properties do not allow pets in the units or on the property. This also applies to visitors' pets as well as your own. Upon making a reservation for a property that allows pets, the Pet Fee of \$75.00. The fee will be due in your final payment. You must also sign in the space provided on the Vacation Rental Agreement that you will be bringing a pet and indicate the number and type of pet(s) that you will be bringing. Pet Owner's or Lessee's are financially responsible for damages caused by their pets. **PETS FOUND IN PROPERTIES NOT ALLOWING PETS IS CAUSE FOR IMMEDIATE TERMINATION OF THE TENANCY AND EVICTION WILL OCCUR AT THAT TIME WITH NO REFUND.** Please declare all pets. (Maximum 2 pets and no exotic pets or cats please.)

MESSAGES/MAIL: Messages and mail may be received through and picked up at our office. **WE DO NOT DELIVER MESSAGES**, except in cases of extreme emergency (death, accident or serious illness). Be sure to leave the name of our firm and the name, number, phone number and address of your property with someone who might need to reach you.

TELEPHONES: Please check with our office general conditions applicable for use of a telephone when available.

TENANT RESPONSIBILITIES: We ask that each property be treated as if it were your own. Please leave the property as you found it. Do not rearrange the bedding or furniture. Close and lock all doors and windows and turn off all lights. Failure of tenants to comply with all tenant responsibilities will result in tenant being charged for damages.