

## WELCOME

We would like to take this opportunity to welcome you to *The Agorpions Villa* and extend our best wishes for an enjoyable vacation. In order to make your stay more pleasant, the following pages include valuable information regarding the cottage itself, instructions how to enter the cottage, on the operation of the equipment, garbage disposal, and some general notes on how to find cleaning supplies and that sort of thing. Also included in the Household Rules are general notes on the cottage community that you might find useful.

### COTTAGE ENTRY



**Check-in time is at 4:30 pm. Please do not arrive at the cottage before this time**  
**Check-out time is 11:00 am**

The lock box for the cottage is located to the right of the side door of the cottage. The box has ten push buttons on the front of it. To open the box please press the clear button first (lower bottom button) then the following numbers

*Information has been removed (will be provide separately over phone)*

Push down the OPEN latch button while holding it down pull the lid out from the vault. Inside the box you will find a set of keys for the cottage. (If the open latch button does not slide down: push on the top on the box cover beside the Open latch slider, and then slide down. Sometimes the keys on the inside of the box push the plate and prevent the box from opening. By pushing on the top of the box relieves the inside pressure and box will open.)

If you have entered the incorrect combination, you can return the buttons to their original setting by sliding down the clear switch.

After you release the OPEN latch, the combination will clear. You will need to re-enter the combination to place the lid back on the vault. The lid will lock automatically when it is placed on the vault

At the end of your stay please make sure that all of the keys are placed back into the key box.. Failure to do this could result in the people checking the cottage after rental will not have access to the property. It could also mean that the next renters will not be able to enter the property.

**We cannot stress how important it is that the keys are returned to the lock box.**

### COTTAGE INVENTORY

<b>COTTAGE ADDRESS:</b> <i>(Information has been removed)</i>			
<b>Maximum Overnight Occupancy:</b> A maximum of 8 adults and 6 children (Individuals 16 year old and older are considered adults). Only those whose names are on the rental contract are to be on the property.			
<b>Cottage Drinking Water Source:</b> lake water ( ) well ( X ) municipal ( ) <b>We cannot guarantee the water quality and advise that you purchase all drinking water</b>			
<b>Bedrooms:</b> (Bed Sizes) <i>Please note Bed sheets and Pillow covers are not provided, Please let us know at least two weeks before as they can be provided for an extra fee.</i>			
<b>Bedroom 1:</b> Queen	<b>Bedroom 2:</b> Queen	<b>Bedroom 3:</b> Queen	<b>Bedroom 4 :</b> double & Single
<b>Bedroom 5:</b> 2 sets Bunk Beds: Single over Single & Single over Double	<b>Misc:</b>	<b>Total Bedrooms:</b> 5	
<b>Bathroom 1:</b> TUB, SHOWER, TOILET, 2 SINKS <b>Bathroom 2:</b> TUB, SHOWER, TOILET, SINK			
<b>Bathroom 3:</b> TUB, SHOWER, TOILET, SINK		<b>Bathroom 4:</b> TOILET, SINK	
<b>Cottage Phone:</b> [ X ] No [ ] Yes Number			
<b>Cottage Size:</b> 3700 sq ft			
<b>Pets Permitted:</b> [ ] Negotiable [ X ] No.		<b>Winterized:</b> [ X ] Fully winterized (insulation, heating, hot/cold water, ploughed road access) <b>Propane Heating and Wood Fireplace</b>	
<b>Smoking Allowed:</b> [ ] Yes [ X ] No <b>Smoking Allowed Outside:</b> [ X ] Yes [ ] No			
<b>Facilities Provided ("x" indicates where facility is provided)</b>			
<b>Bedrooms:</b> ( X ) Pillows ( X ) Blankets ( ) King Sheets - <b>Please wash and dry at the end of your stay</b> ( ) Electric Blankets  <b>Kitchen:</b> ( X ) Refrigerator Freezer ( X ) Stove ( X ) Oven ( X ) Microwave	<b>Amenities:</b> ( 6 ) HD Smart Televisions {4x39", 1x50" & 1x58"} ( ) Satellite ( X ) Netflix ( 4 ) Blu-Ray DVD Player ( ) Radio ( ) CD Player (x) Air Conditioning ( X ) Curtains ( ) Ceiling Fan ( X ) Snooker Table	<b>Recreational:</b> ( ) Boat/Oars ( ) Canoe and Paddles ( 2 ) Kayak ( ) Paddle Boat ( X ) Life Jackets # [ 2 ] Adults [ 0 ] Child's ( ) Basketball Net ( ) Bicycles # [ ] Adults [ ] Child's ( ) Hot Tub (? person) ( X ) Fire Pit	<b>Patio:</b> ( X ) Deck/Patio ( ) Sunroom ( ) Screened in Porch ( 2 ) Table ( 12 ) Chairs ( X ) Muskoka Chairs 5 on Dock ( ) Loungers ( 1 ) Hammock ( 4 ) 0 Gravity Chairs ( 1 ) Picnic Table ( X ) Umbrella

<input type="checkbox"/> Dishwasher <input checked="" type="checkbox"/> Toaster <input checked="" type="checkbox"/> Coffee Maker <input type="checkbox"/> Kettle <input checked="" type="checkbox"/> Tea Pot <input checked="" type="checkbox"/> Blender <input checked="" type="checkbox"/> Dishes <input checked="" type="checkbox"/> Cutlery <input checked="" type="checkbox"/> Pots and Pans	<input checked="" type="checkbox"/> Wood Fireplace <input type="checkbox"/> Fire Wood  <b>Internet:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Wireless <input type="checkbox"/> High Speed Lite <input checked="" type="checkbox"/> High Speed <input type="checkbox"/> USB Stick <input type="checkbox"/> Hub <input type="checkbox"/> Password ( <i>provided at the cottage</i> )	<input type="checkbox"/> Dock at Water <input checked="" type="checkbox"/> (6) Approx # of Parking Spaces  <b>Cleaning Supplies:</b> <input type="checkbox"/> Cleansers <input checked="" type="checkbox"/> Vacuum <input type="checkbox"/> Central Vacuum <input checked="" type="checkbox"/> Broom <input checked="" type="checkbox"/> Mop <input checked="" type="checkbox"/> Clothes Washer <input checked="" type="checkbox"/> Clothes Dryer <input type="checkbox"/> Clothes Line	<input checked="" type="checkbox"/> Propane Barbecue
<b>Waterfront Description -</b>			
Cottage Exposure: West			
Name of Bay, Point or Inland Lake: Dorcas Bay			
Physical Setting:			
Sandy <input type="checkbox"/> Sandy Apron <input type="checkbox"/> Flat Rock <input checked="" type="checkbox"/> Mud/marsh <input type="checkbox"/> Cliff <input type="checkbox"/> Rubble <input checked="" type="checkbox"/> Not Waterfront <input type="checkbox"/>			
Water Depth At Entry: Gradual		Frontage : 115'	

## HOUSEHOLD RULES

Please review The Household Rules carefully and assure that all members of your party are familiar with the contents, particularly the conditions of rental and cleanliness guidelines. Just as you appreciated the clean and well maintained state in which you found the cottage, we ask that you leave the cottage clean and tidy for the next guests.

Entertaining guests is very much part of cottage life; however the maximum number of persons determined for this cottage is based on the capacity of the septic system, the number of beds, and the owner's wishes. Remember that the cottage is occupied on an ongoing basis throughout the summer by other Rentcottage.com clients and the owner's family and friends in addition to your party. Please do not exceed the maximum number of persons allowed with regard to guests. Your thoughtful consideration of your cottage neighbours' need for quiet and privacy will be appreciated

**EMERGENCY CONTACTS:** If there is a non-life threatening emergency or problem at the cottage, then please call *to be provided*. Identify yourself by stating that you are staying at *Information has been removed* and their name was given as the emergency contact person to call if there were any problems.

*If there is a serious life threatening emergency at the cottage, please call 911 and quote the fire number: Information has been removed.... (Will be provided separately over phone)*

**POWER/HEAT SOURCE:** Most cottages are located in rural areas and the electrical power may be interrupted from time to time, and it may stay off a little longer than it would in the city. We suggest you bring a few flashlights for emergencies. Also, if the power does go out, remember that the water system operates on an electric pump. **DO NOT RUN THE WATER WHEN THE ELECTRICITY IS OFF.** You may empty the water lines and need to prime the pump if this happens.

Location of fuse box/electrical panel: **The mechanical room**

Power stays on permanently [  ] Yes [  ] No

**WOOD FIREPLACE:** Please do not use artificial logs or anything other than regular firewood. Do not overload fireplace. Assure that the fireplace flue is open prior to lighting a fire and that the fireplace screen/doors are in place while fire is burning. Do not cut down trees on the property for firewood. Unless otherwise specified, the firewood provided should be more than adequate for your needs and we ask that you take care not to burn excessive amounts of wood unnecessarily. Do not cut or split wood on the fireplace hearth or anywhere inside the cottage. **Wood can be purchased on HWY 6 on your way up to Tobermory and within the town.**

**AIR CONDITIONING: YES ( If at times it gets warm please open some windows that have screens, never leave windows open if you are going out of the cottage as heavy winds and rain can damage the inside.)**

Page- 2/7

**FIREWORKS: Fireworks cause forest fires. The lighting of Fireworks is absolutely FORBIDDEN .Any renter caught lighting fireworks will be immediately evicted.**

**OUTDOOR FIRES:** Recreational "campfires" are allowed as there is a fire pit but the fire must be attended at all times and must be extinguished completely before leaving. Use outdoor tap water and bucket for that. Before lighting any fire out of doors, check with the local Municipal office at 519-793-3522 with regard to fire regulations, restrictions and required permits.

**WASTE DISPOSAL:** **Never** leave garbage outside the cottage unless it is in a tightly covered wood or metal garbage container. Country critters (raccoons, bears, skunk) love garbage. Unless you wish to be visited by these friendly and hungry animals, please follow the garbage disposal instructions below. **At the end of your stay, all garbage/recycling must be taken to the landfill. To get to the landfill, head South on HWY 6 for approx, 20km and make a right onto Ira Lake Rd. Any garbage/recycling left at the cottage will result in a \$60.00 disposal fee.**

**Landfill Hours - Lindsay Landfill & Recycling Facility - 627 Ira Lake Road**

Nov 1-Mar 31: Thu 9:00-5:00, Sat 12:00-4:30

Apr 1-Oct 31: Wed/Sun 9:00-5:00

*The first 2 bags are free, after that a tipping fee is charged based on weight*

**WATER SOURCE:** The water may be safe to drink, (we do use it...) but most Guests filter or boil their water, or bring in drinking water from an outside source. Bottled water is available at any of the local stores. As noted above in "power/heat source", most cottages use an electric pump to provide water inside the cottage. The pump will go off and on as the system requires water. Please note that normally it should not run for more than ten minutes or so when there is no water being run. Check owner instructions regarding pump and if you think advisable turn the pump off until you have contacted the rental agency to determine if there is indeed a problem.

**Cottage Water Source:**

Cottage water is on Drilled Well from time to time the water Quality is tested, and we use the well water for drinking also the water from the fridge is filtered water, we do understand some of our guests might want to bring their own drinking water please feel free to.

**There is a mineral and iron filtration system at the cottage.**

Location of Water Pump and Hot Water Heater:

Instructions for Water Pump/Hot Water Heater, Priming, or Troubleshooting:

**BATHROOM/SEPTIC SYSTEM:** Like most cottages and unless otherwise specified, this cottage operates on a septic system. The septic system is a very sensitive, and integral, part of cottage life. **The basic rule is DO not put anything down the toilet other than natural waste and toilet paper (and be conservative with the paper).** Use one ply paper whenever possible. No paper towels, Kleenex, tampons, pads, matches, hair, grease, strong chemicals, etc. These are guaranteed to back up the system and believe me; you do not want that to happen. Also, it is easier on the system if you flush only when absolutely necessary. If the power goes out for a period of time, if you need to flush the toilet more than once, fill the tank up with water from the lake. See note under power/heat source.

The septic bed (identified outdoors as the large flat/level open section (sometimes a lawn area) of the cottage lot) can be easily damaged by excessive weight. Do not drive over or park any vehicles in this area. Septic systems have a maximum capacity with regard to use (i.e. number of persons, washrooms, laundry, etc.) Please observe the maximum number of persons determined for this cottage and indicated on your rental agreement.

**APPLIANCES:** Special Instructions on Operation of Appliances: **All manuals are in the kitchen drawer.**

**LINENS AND TOWELS:** **At times our guests don't want to bring their own Linens and Towels, Please feel free to ask, at least Two weeks before they can be provided at a reasonable cost. (300 +HST)** We do provide comforters and Blankets for free. So please bring your own bed sheets/ pillow covers and towels as required.

**BARBEQUE:** is on **direct propane line**, Please do not burn any foreign materials (e.g. wood) in the barbeque as it is on propane. Barbeque grill should be cleaned/ brushed after each use.

**TELEVISION:** Cable TV service is a luxury restricted to urban areas, the cottage has Wi-Fi, and all smart TV's have NETFLIX, please feel free to use.....( max 4 TV's at any given time ). Feel free to use Wi-Fi on your devices the password is provided at the cottage. You are solely responsible of the content you watch please use your own discretion.

Page- 3/7

**RECREATIONAL EQUIPMENT:** **If we have not indicated that a piece of recreational equipment is available on the inventory list, then it is not for the use of renters. That is, if there is a boat or motor etc. at the cottage, but one is not listed on your cottage inventory sheet, please do not use. Please take extra caution when venturing out onto any body of water.**

Keep a close eye on the weather as storms can blow in very rapidly. You do not want your holiday to end in tragedy so please check the weather before going out in any watercraft if provided by the cottage owner. We have provided 2 sit on kayaks with oars and a safety kit please take care while taking the kayaks to and from the water as you are fully responsible for any damages

**SNOOKER TABLE:** *Children (under 16) are not allowed to play on the Snooker table Please take extra care as you are directly responsible for any damages/wear to the table cloth of this 1954's Antique table.*

**PATIO FURNITURE ON COTTAGE DECK:** Please fold up patio umbrella when not at the cottage or overnight. Once in a while umbrellas and deck furniture blow away and cause significant damage. **Outdoor cushions are kept in the Kitchen closet please keep them back after use, do not leave them outside unattended.**

**DOCK:** There is a Dock at the shoreline..... Please use at your own Risk...under no circumstances it can entertain powered boats. Extra care has to be taken if you have children as they can fall off the edge.

**MARINA LOCATION:** Tobermory

**COMMUNITY NOTES:** Cottage communities have become very inter-dependent. Everyone knows everyone else and keeps an eye on their property for them. Don't be surprised if someone asks who you are. Explain that you are guests of the owner's. Your due consideration of the owner's place in that community will be appreciated - no loud parties or noise after 10:00 P.M., and observe normal boating and water guidelines, etc.

**TELEPHONE:** NO

**INTERNET:** **If the cottage provides an internet service, it is for email and casual browsing only. Please do not download movies or stream video, music or games as excess data usage will result in an additional charge.**

**USE OF OWNER FOOD SUPPLIES:** Since the owner's use the cottage themselves; they may leave some food supplies or staples at the cottage. You are welcome to use these if you need to, but we ask that you replace any supplies that become depleted during your stay.

**PETS:** **Pets are not permitted.** Any Vacationer who contravenes said conditions shall be subject to immediate eviction without refund and/or a penalty of \$100.00 per day at the discretion of the Owner. Please note this property is advertised as **"NO PETS"**, this does not necessarily mean the cottage has not had pets present at some time. The Owner takes no responsibility for conditions arising from allergies at the cottage, whether noted as "NO PETS" or not. **SMOKING:** **No smoking** is permitted inside this cottage. However smoking is permitted outside the cottage. **Do not leave any cigarette butts on the property.** Please use a proper receptacle to dispose them off.

**CHECK OUT TIME:** Your adherence to the check out time of 11:00 a.m. unless otherwise indicated on your booking confirmation form, will be appreciated, in order to allow time for cottage maintenance and preparation for the next cottage guests.

**NOTES ON INSECTS, LOCAL WILDLIFE:** Insects (mosquitoes, earwigs, wood roaches ants etc.) and mice are very much part of cottage country. To discourage these pests endeavour to keep exterior screen doors closed at all times, do not leave damp or wet towels lying on decks/beach area or open food/crumbs on tables and counters.

**CLEANING:** Thank you for your thoughtfulness and consideration in leaving the cottage (inside and out) thoroughly clean and tidy, as it was for your arrival. Cleaning equipment and supplies normally used have been provided to make your task as easy as possible. If you deplete any of these supplies, please replace them for the next guest. (Please find the supplies in the main closet to your left when you enter in the Foyer.

**Cottage Cleaning List:** Below is a housekeeping check list we would ask you to utilize prior to your departure at the end of your stay. *(Please note that it is required that the cottage be left thoroughly clean and tidy. If the property requires additional cleaning following your departure, appropriate deductions will be made from your Credit Card/Deposit)* **Along with a \$50.00 administration fee. The inspection staff's verdict is final on what condition the place was left to avoid confusion.** **Page-**

**4/7**

*Please print these pages n take it with you, to the cottage for your reference when it comes to cleaning.*

**INSIDE COTTAGE:**

- Sweep and damp mop all hard floor surfaces and vacuum all carpeted surfaces
- Dust throughout
- Wipe off all table/counter tops and all kitchen appliances
- If anything was spilled in the oven, please clean
- Empty dishwasher\*\*
- Empty fridge (and freezer) and wipe out
- Clean microwave\*\*
- Empty all garbage containers
- If applicable, launder any cottage linens (bed, bath, or kitchen) that were used (unless you have prepaid for linen service - see above)
- Check the coffee maker\*\* - don't leave grounds in Filter
- Clean tub, toilet, sink, mirror etc. in bathroom(s)
- Fireplace\*\* - make sure fire is out, flue is closed, and ashes cleaned up and disposed of as per any instructions left by owner
- Clean finger prints/smudges from sliding glass/screen doors, windows, etc.

**DECK/OUTSIDE AREAS:**

- Make sure patio furniture, cushions etc. are properly stored in the lower pantry cabinet in kitchen
- Check for and dispose of any cigarette butts, garbage, etc.
- Make sure barbecue\*\* grill is cleaned off, and that barbecue and tank are turned off and cover put on, etc.
  
- Check shed/storage area doors etc. and make sure everything is properly stored and locked up

**GENERAL:**

- Check all windows, make sure they are closed and locked, and close drapes**
- Check all doors and make sure they are locked. Return Keys to lock box.
- Make sure all garbage cans have been emptied and garbage removed
- Do not leave behind beer cases or pop empties please
- Check for personal belongings indoors and out (all rooms, drawers, under beds, waterfront, etc.) We would keep it safe if we find them but at times we can't help i hope you understand.

**UNLESS OTHERWISE SPECIFIED, CHECK OUT TIME IS 11 A.M.**

*We wish you a very comfortable and a relaxed stay at our place and look forward to serve you again in future. Please Review/Like /Comment/Share your views on our Facebook page so that others can make an informed decision. Website is underway.....till then please use the link below.*

<https://www.facebook.com/aqorpions>

OR

<http://www.cottagesincanada.com/aqorpions>

**ACCIDENTS AT COTTAGE** we understand that accidents can happen at the cottage during your rental. If something breaks DON'T PANIC. Please call us and inform us of the accident. This will allow us to make arrangement to have the broken item fixed or replaced.

Please also leave a note explaining what has happen in the area below

---

---

---

---

---

---

---

---

(Please leave this paper behind at the cottage at the end of your stay.)

**You are directly responsible for all damages otherwise.**

**ITEMS NOT WORKING AT THE COTTAGE** if any items are broken or not working at the cottage upon your arrival, please report this to the owner immediately. Please also leave a note if there are any light bulbs burnt out or any item requiring repair.

- Any discrepancy in the no of guest staying from the List submitted, and agreed, during your stay will be a breach of contract. And could trigger an immediate evacuation and a fine solely at the discretion of the inspection crew, and Zero refund. We do check time to time the total no of guest in the Villa... (Please respect the policy when it comes to no of guests booked for. The Exterior of the Villa is video monitored.)
- You are solely responsible of the safety of your group during your stay at the villa whether inside or outside of the property as and we cannot be held responsible of any minor or major accidents involved. Please use common sense when you occupy the Villa.

Best Regards.

**Page- 6/7**

### ***Cancellation Policy***

I hope we can stress enough that seasonal rental is a very unique business, when compared to Hotels. Reservations once made cannot be cancelled. The renter owes the full Amount agreed at the time of reservation regardless of how much deposit has been made.

In special circumstances we will try to Re-Book those dates, and if booked, we will refund you 75 % of the Total Booking Amount, within seven days past the checkout date. If we are unable to Book those dates you promise to pay us the full Amount.

***Reservation Deposit***

We require 25% of the Total Amount including a \$1000 as Security deposit at the time of reservation. The balance has to be paid 45 days prior the check-in date.

**Linens and Towels**

The guests are supposed to use their own linens and Towels and under no circumstances anyone should sleep on bare mattress covers as per hygiene, If found used... there is a \$350+HST, laundry charge, in addition to a 300\$ fine.... please be responsible

*Please initial all the 6 pages, **SIGN** the 7<sup>th</sup> page and send it back after scanning via Email. By signing this you agree that you have read and understood all of the 7 pages. Any questions /concerns/ confusions have been sorted out before signing. You agree to compensate the owners for any direct or indirect damages incurred during your stay no matter what the cause might have been.*

Date \_\_\_\_\_

Name \_\_\_\_\_

Sign \_\_\_\_\_