

# Healey Guest Suite Rental Procedure

## Revised-September 1, 2010

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\*All reservations for use of the Guest Suite must be made with the Healey Property Manager at 404 872-8468 ext.123 or with the Supervisor at the Healey Security Desk.

\*Homeowners currently in good standing with their monthly condo fees and/or special assessments (not delinquent) may reserve the Guest Suite. Renters may NOT reserve the Guest Suite, but may use this amenity if the Owner makes the reservation, thereby assuming responsibility for the entire rental period.

\*Maximum rental period is seven (7) days. However, should the need arise and the Guest Suite is available, Piedmont Management has the discretion to extend the rental.

\*The rental fee will be charged to the account of the Homeowner renting the Guest Suite.

**UPDATE-The revised fees for rentals are \$85.00 for the first night and \$40.00 for each consecutive night in the same reservation.**

\*Pets are NOT allowed in the Guest Suite, unless they are certified as Trained Guide animals.

\*The Owner must seek reimbursement from their renting party and furthermore, the Owner assumes responsibility for payment of rental fees via the same method in which they pay their HOA fees. (Please note: cash will NOT be accepted.) **Checks or money orders are payable ONLY to: The Healey Condo Association.**

\*Healey Security will complete several essential tasks the morning of the reservation:

1. The Officer-in-Charge at the Security Desk will issue the Suite key to the appropriate renting party with proper identification.
2. Security will ENTER the Guest Suite to assess the temperature, and when necessary, adjust it to a more comfortable setting, depending on the current weather conditions.
3. Security will conduct a walk-through and inventory check with the Guest when the Suite key is issued. The same walk-through and inventory check will be conducted with the Guest before departure.
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\*Piedmont Management will arrange housekeeping details with Neat and Tidy Cleaning.

\*Should the Owner require extra linens, extra cleanings or an extra change of sheets, the Owners account will be charged for the resulting service call.

\*Replacement costs for damaged or missing furnishings (e.g. pillows, towels etc.) will be charged back to the account of the Owner.

**THANK YOU and we hope your guests enjoy the Healey Guest Suite.**