

Security Deposit Clearance Form

It is Paris Luxe's objective to ensure that your security deposit is returned in a timely manner. We ask that you work in conjunction with your Paris host and schedule a time for the host to review the apartment prior to your departure. This will expedite the release of your security deposit and prevent any misunderstandings.

Please use this as a checklist for apartment overview:

- | | |
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| <input type="checkbox"/> Internet | <input type="checkbox"/> Apartment Safety |
| <input type="checkbox"/> Hot Water Tank | <input type="checkbox"/> Vacuum/Broom/Cleaning Supplies |
| <input type="checkbox"/> Local and International Phone Usage | <input type="checkbox"/> Washer/Dryer |
| <input type="checkbox"/> Adaptors | <input type="checkbox"/> Television/Radio/DVD |
| <input type="checkbox"/> Kitchen Appliances/Supplies | <input type="checkbox"/> Additional towels/Linens |
| <input type="checkbox"/> Misplaced or Lost keys may incur a fee of upwards of \$800.0 | |

Tips/Suggestions:

- Please call your Parisian host in route to the apartment from the airport or train station.
- Please utilize checklist to make sure that the host has done a complete welcome.
- Please keep the host's 24/7 Emergency phone number with you at all times.
- Please call the host for apartment necessities such as additional towels, linen.
- Immediately notify the host about any failed appliances. Please note the host is NOT your concierge and strictly handles apartment concerns.
- Please coordinate a time for the host to return to inspect the apartment to ensure prompt security deposit return.
- Please treat the apartment as your home and be respectful of the furnishings, appliances, etc.
- Please understand that the host requires a minimum of one hour to properly inspect the apartment to sign off on the refund of your security deposit. Do not rush or try to expedite his/her thorough inspection of the property. If you have selected to have the host inspect the apartment the evening prior to your departure, please understand that you are liable for an extraordinarily filthy apartment resulting in additional maid service, floor scratching and wall banging from luggage. Photographs will be emailed to you and your security deposit will be delayed until further investigation. In addition your name will be circulated amongst the network of luxury Paris vacation apartments resulting in blacklisting from future bookings.
- We ask that you depart the apartment with caution and leave the apartment in a reasonable state.
- Following the above policies will hasten the release of your security deposit.

Please fax to: Paris Luxe at **917 591-4795** for Security Deposit Refund

To be signed prior to guest departure:

Date: _____ Guest Name (Please Print) _____

Guest Signature _____

To be signed by Parisian host confirming that the apartment is void of any damages and Paris Luxe should immediately release guest's security deposit.

Host Name (Please Print) _____

Host Signature _____