

The Cottages at One Long Beach (Main House, Carriage House & Cottage 1,2,3) Renters Information Letter

Thank you for staying with us. The information below is provided to help you get acquainted with The Cottages at One Long Beach.

Bedrooms/ Bathrooms/ Number of Guests:

- Cottage 1,2,3: 3 bedrooms: 1 king; 1 queen; 2 twins/ 2 Bathrooms/ Maximum number of guests: 6
- Carriage House: 5 bedrooms: 1 king; 1 queen; 1 queen; 2 twins; 2 twins (bunk beds)/ 3 Bathrooms/Maximum number of guests: 10
- Main House: 5 bedrooms: 1 king; 1 queen; 1 full; 2 twin; 2 twins/ 2 Bathrooms/ Maximum number of guests: 10
- All units have a main floor bedroom and bathroom.
- The number of guests is a maximum number and we ask for your cooperation and compliance. No additional overnight guests please. Guests in excess of the stated number will result in immediate termination of occupancy of the property with no refund of rental fees. If friends visit you during your stay please be considerate of the other guests staying on the property. It is not allowable to use the property as a gathering place for people not staying on the property. If you have a special situation please contact us, we would be happy to discuss it with you.

Cottage Numbers:

- If you are facing the front of the cottages: Cottage 1 is to the right; Cottage 2 is in the middle; and Cottage 3 is to the left.

Check in time & Keys:

- Check in time is **No Earlier Than 3 PM** and checkout time is **No Later Than 10 AM**. In most cases the unit will be left open for you with the keys inside.

Cleaning equipment / plunger:

- A broom and a plunger are located at the bottom of the basement stairs or in the kitchen closet.
- The Main House and Carriage House also have a vacuum cleaner.

Cleaning Requirements:

1. Empty all trashcans into plastic bags and place in the outside garbage cans.
2. Wash dishes and put away and empty dishwasher and refrigerator.
3. Wipe down the stove, microwave and refrigerator.
4. The property must be left in a "broom swept" condition.
5. Please collect all **used** linens and place them in front of the washer.
6. Leave clean towels and linens in the rooms.
7. **Do not** gather blankets, comforters or bed pads unless they have been soiled.
8. Shut and lock all windows.

Deck:

- Please do not **grill** on the decks. Be careful when sitting in the plastic chairs on the deck since they tend to slide out from under you. Please respect other guests and neighbors while outside on the deck and keep the noise down especially in the evening.

Disclaimer:

- We take a lot of pride in providing beautiful, clean, functional homes for families and groups to enjoy their vacation. Unfortunately, things break from time to time. We will do everything we can to repair any faulty item in a reasonable amount of time and we ask for your understanding.

Emergency Resources:

- A key that will unlock interior doors and a fire extinguisher are located at the top of the stairs to the basement or by the refrigerator in the Cottages.
- A plastic box containing emergency candles, matches and a flashlight are located either above the refrigerator or in the kitchen closet.

Floors and Windows:

- All the floors are hardwood. Rainy weather can come in very quickly and we ask that you shut the windows if any rain is forecasted and no will be at the house.
- *Main House:* Please be sure to close the French door on the upper deck when going out. Rain comes in very fast and will damage the floor if it is left open.

Furniture Rearrangement and removal of house items:

- Please do not move the furniture. If you do move something please put it back to its original location before you leave. Also, if your group rents more than one house please use care to see that items are returned to the respective house so the next renter will have them.

Internet and Phone

Unit	Phone Number	Wireless Network	Password
Cottage 1	207-363-3326	yorkbeach1	onelongbeach3326
Cottage 2	207-363-3361	yorkbeach2	onelongbeach3361
Cottage 3	207-363-3369	yorkbeach3	onelongbeach3369
Carriage House	207-363-3370	yorkbeach4	onelongbeach3370
Main House	207-363-3376	yorkbeach5	onelongbeach3376

- There is an Internet jack in most rooms in your unit.
- *Main House:* There is an Internet jack in the kitchen and the master suite only.
- Wireless Internet is available.

Kitchen/Grill:

- The kitchen is fully stocked with silverware, plates, glasses, cups, bowls, pots and pans and cooking utensils. A charcoal grill is provided for each unit.
- The kitchen table in your unit has a hidden leaf that expands the table. (Except the Main House)

Linens and supplies:

- We provide blankets and pillows for all beds. We will also provide: sheets, pillowcases, bath towels, hand towels and washcloths and ask that you use the towels for bathing only.
- We do not provide beach towels.
- We provide hand soap at all sinks.
- We provide enough toilet paper, paper towels, and plastic bags for your first couple of days.
- We do not provide dishwasher or washing machine detergent although some may be in the house.

Maintenance Issues and General Information:

- If you have maintenance issues or any questions please call Ed at 603-969-6030 or Barbara at 603-969-6029.
- Please let us know of any maintenance issues that you find.

Minimum Age Requirements

- Renters must be 30 years of age.

Neighbors:

- There are 5 rental houses at The Cottages at One Long Beach in very close proximity to each other in addition to many neighbors who live here all year.
- The Cottages are only a few feet from the bedroom windows in the Main House. Please be aware of noise in the evening and be considerate of other guests throughout the day. Although all the houses share the yard please respect the area in front of each respective unit.
- The Cottages at One Long Beach shares the access road behind the Cottages with our neighbors. Please do not block the access road at **any time**. Please do not cut through the neighbors' yards going to the beach.
- From our experience guests seem to feel more comfortable when they know their neighbors. If you get a chance consider introducing yourself to the guests in the other units.

Outside Hose:

- There is an outside hose at each unit for rinsing after you get back from the beach.

Personal Property / Injury:

- Guest agrees that the property owners are not liable for any injury, damages, theft or loss arising from any accident, fire, or other casualty or from any other cause whatsoever.

Pet policy:

- No **pets** allowed at anytime please.

Parking:

- Parking is extremely limited.
- Please see the parking diagram for the proper parking location for your unit. If you have guests visiting, pay parking is available at the beach and there is also a private lot at 12 Long Beach Ave. just after you turn off of Church Street on the right.
- *Main House:* Maximum of 4 cars. Your vehicles must be completely **off of the sidewalks and off of the grass.**
- *Carriage House:* Maximum of 3 cars. The third car must be parked behind the first 2 cars and parallel to the street. Your vehicles must be completely off the sidewalk.
- *Cottages:* There is no parking behind the cottage or in the area under the kitchen window. **Your cars must not protrude beyond the back edge of the cottage and never block the access road.** 2 cars maximum.
- *Cottage 3:* Parking is extra tight for this cottage because it is next to a fence. The best way to park for this unit is to drive past the driveway and then back in. If you are backing out please do not drive onto the neighbor's property. Maximum of 2 medium sized cars.

Quiet hours:

- Quiet hours are from 10PM until 8AM.

Recycling/ Environmental Programs:

- The recycling collection center is located between the Main House and the Carriage House at the top of the stairs inside the hinged doors. The town of York picks up the recycling every 2 weeks so please put only clean recyclables into the bins.
- To save resources we ask that you turn off lights, fans, and air conditioning when not needed.

Reservations and deposits:

- All reservations are non transferable.
- All deposits are non refundable.
- We ask for a \$500 deposit when booking your reservation. A 50% deposit is due one week after booking or by November 1st whichever is later. The remainder of the rental fee is due 12 weeks before arrival.

Security Deposit

- Intentional disregard of the information in this letter or leaving the house in an unusually dirty condition will result in the loss of all or part of the security deposit. Guest agrees to reimburse the owners for the total cost of the repair or replacement of any item damaged by the guest or their visitors. Should the damage exceed the security deposit, guest agrees to pay any additional charges incurred.

Safety Precautions:

- The 2nd floor windows are low to the floor and the screens will fall out if pushed on. This is a dangerous situation for children. Children must not be left unattended.
- *Main House:* The Main House windows have retractable safety stops that can be used to limit window opening. The house is over 100 years old and it is very likely that lead paint was used at some time in the house.

Smoking and open fires

- No open fire or fire pits are allowed on the property at any time.
- There is **no smoking allowed** inside the houses at any time.
- Chinese lanterns are illegal in Maine and should not be lighted.

Special Needs:

- Please contact us if you have any special needs. We will do our best to help you.

Thermostats:

- *Main House:* The thermostat in your unit controls heat only and is located in the dining room.
- *Carriage House and Cottages:* The thermostats are set on a program but can be manually adjusted. The adjusted settings will control the system for up to 3 hours and then the thermostat will revert back to the program.

Trash/ Garbage:

- Please put all garbage into plastic bags and tie shut and then put in the garbage cans. No loose garbage in the garbage cans. **Again, please no garbage in the cans unless it is tied in a plastic bag.**
- Grill ashes should be placed in bags after they have cooled.
- The garbage cans for all units are located in the alleyway between the Main House and the Carriage House by the recycling center.
- *Main House or Carriage House:* We ask that you put out the garbage cans on **Sunday** night if they are not put out. On specified weeks listed in your unit please put out the recycling containers also.
- Place the garbage cans on the grass to the right of the Main House and off of the sidewalk and driveway.
- If you are unable to do this please let us know and we will make arrangements to have it done for you.
- Garbage pickup is very early (6AM) Monday morning. (Even on Holiday weekends)
- Please retrieve the garbage cans after they are emptied.

Please complete the guest comment sheet.

We hope you enjoy your stay at The Cottage at One Long Beach.

Thank You

Ed and Barbara Shiembob
One Long Beach Properties