

Dear Guest,

If you have problems filling out, saving it, e-mailing, and faxing the Villa Brasil Motel Reservation Form, please read, and follows the directions below.

01. Click the mouse cursor inside each highlighted existing field on the Reservation Form, completely fill out each field with the correct information requested, and print/sign.

02. After completing the Reservation Form, you must save the Reservation Form on your computer to ensure all the information entered is saved prior to faxing or e-mailing to us.

03. We suggest you to save the Reservation Form at an easy access location, like desktop, or wherever you prefer in your computer.

04. Now you can send the Reservation Form:

= by fax:

print, and fax to (310) 636-1980

= by e-mail:

open your private e-mail from your provider (gmail, yahoo, others), write an e-mail, attached the saved Reservation Form in your e-mail, and address to [reservations@villabrasilmotel.com](mailto:reservations@villabrasilmotel.com).

05. Done.

To allow us to proceed with your Reservation Request, we require you to submit a completely fill out and signed Guest Reservation Form & Pet Check-in Form (ONLY if you're bringing along your pet) to [reservations@villabrasilmotel.com](mailto:reservations@villabrasilmotel.com), or fax to (310) 636-1980.

Once we receive your Guest Reservation Form & Pet Check-in Form, your accommodation request will be processed as quickly as possible.

Your booking will be finalized and your credit card will be charged for the first night rate (per room) as a NON-REFUNDABLE DEPOSIT. If the room is not available, we will contact you, and no payment will be incurred.

Reservation inquires only, please use your e-mail from the Reservation Form to contact Villa Brasil Motel Reservation Desk at [reservations@villabrasilmotel.com](mailto:reservations@villabrasilmotel.com), or call us at (310) 350-1171 or (310) 968-6536.

RESERVATION FORM (GUEST RECEIPT)

To allow us to proceed with your reservation request, we require you to submit a completely fill out and signed Reservation Form, and the Pet Check-in Form (**ONLY** if you're bringing along your pet) to [reservations@villabrasilmotel.com](mailto:reservations@villabrasilmotel.com) , or fax to (310) 636-1980. Once we receive your Reservation Form and the Pet Check-in Form, your accommodation request will be processed as quickly as possible. Please read carefully our Villa Brasil Motel Privacy Policy. Thank you. Villa Brasil Motel Management

**DAILY RATES**

**CANCELLATION POLICY**

Upon making a reservation, the first night (per room) will be charged to your credit card account as a **NON-REFUNDABLE** deposit.

There is a room recovery fee of \$200.00 for guests who do not comply with our **NON-SMOKING ROOMS POLICY**.

We reserve 50% of the rooms for pets. Please check with reservations for pet room availability prior to reservation/arrival to avoid any kind of inconvenience.



Prices and Promotions Daily Rates are subject to change without prior notice.

There is a \$20.00 charge for lost/unreturned keys.

DAILY PET FEE \$20.00

Check-in time after 3:00 PM • Check-out time 11:00 AM

LATE Check-out Charge Fee - \$20.00/full hour - NO Exceptions

CHECK-IN DATE		HOUR		AM		PM	CHECK-OUT DATE		HOUR		AM		PM
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1 Queen Bed	RATE	GUEST	ROOM	NIGHT	PET	S-TOTAL	14% CITY TAX	PET FEE	OTHERS FEE	S-TOTAL	maximum 2 persons allowed per room
	\$110.00										

CHECK-IN DATE		HOUR		AM		PM	CHECK-OUT DATE		HOUR		AM		PM
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1 Queen Bed & 1 Twin Bed	RATE	GUEST	ROOM	NIGHT	PET	S-TOTAL	14% CITY TAX	PET FEE	OTHERS FEE	S-TOTAL	maximum 3 persons allowed per room
	\$140.00										

DEPOSIT NON-REFUNDABLE

CLICK HERE for TOTAL CHARGES

CREDIT CARD ACCOUNT CHARGE AUTHORIZATION AGREEMENT - (PLEASE PRINT OR TYPE)

We have implemented our credit card account (front-and-back copies) on file agreement as a convenient method to collect payment related to any services, goods, and damages caused in our premises for which the guest is responsible. We want to assure you that your credit card account information is secure, and it will never be shared with anyone. This section must be completed by the cardholder, and all the information's must be exactly as it appears on your credit card account statement to avoid delays in securing your room reservation.

CARDHOLDER'S NAME		TELEPHONE	
BILLING ADDRESS		MOBILE	
		FAX	
		e-MAIL	
CITY		POSTAL CODE	
STATE		COUNTRY	

CREDIT CARD NUMBER

EXPIRATION DATE



CCVC



CAR MAKE/MODEL	CAR COLOR	CAR LICENSE PLATE NUMBER	CAR LICENSE PLATE STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I, the cardholder, hereby declare that I am fully responsible for the above mentioned charges, as well, any other charges that may incur due to our stay at Villa Brasil Motel, not considering or opposing for the purchase of goods and services. By these terms, I, the cardholder of the credit card account above, hereby authorize Villa Brasil Motel to charge the credit card account the total amount equivalent in US Dollar. I further more declare that, I have received in satisfactory conditions the goods and services pertaining to the above mentioned charges, and nothing to complaint or object against. My signature/print below constitutes acceptance of those terms and conditions of Villa Brasil Motel Privacy Policy. Villa Brasil Motel is privately owned. We reserve the right to refuse service to anyone.

**SIGN HERE** 

Print or sign your name if you agree with the charges and Villa Brasil Motel Privacy Policy

**DATE HERE** 

Date

PET CHECK-IN FORM

If you're bringing along your pet, please read, sign, and submit the Pet Check-in Form and the Pet Rules & Regulations with your Reservation Form. Please read carefully our Villa Brasil Motel Privacy Policy. Thank you. Villa Brasil Motel Management



All pets entering our facility must provide current vaccination records administered by a Licensed Veterinarian. Vaccination records can be faxed (310) 636-1980 or e-mail to [reservations@villabrasilmotel.com](mailto:reservations@villabrasilmotel.com) in advance of your arrival.

01 - PET REGISTRATION PROFILE		02 - PET REGISTRATION PROFILE		03 - PET REGISTRATION PROFILE	
PET'S NAME:					
PET'S BREED:					
PET'S COLOR	PET'S WEIGHT	PET'S COLOR	PET'S WEIGHT	PET'S COLOR	PET'S WEIGHT
01 - VACCINATIONS		02 - VACCINATIONS		03 - VACCINATIONS	
<input type="checkbox"/> Rabies	<input type="checkbox"/> Bordetella	<input type="checkbox"/> Rabies	<input type="checkbox"/> Bordetella	<input type="checkbox"/> Rabies	<input type="checkbox"/> Bordetella
<input type="checkbox"/> Canine Flue	<input type="checkbox"/> Distemper	<input type="checkbox"/> Canine Flue	<input type="checkbox"/> Distemper	<input type="checkbox"/> Canine Flue	<input type="checkbox"/> Distemper
<input type="checkbox"/> Distemper (DHLPP)		<input type="checkbox"/> Distemper (DHLPP)		<input type="checkbox"/> Distemper (DHLPP)	
<input type="checkbox"/> Feline Leukemia		<input type="checkbox"/> Feline Leukemia		<input type="checkbox"/> Feline Leukemia	
<input type="checkbox"/> Other Critters		<input type="checkbox"/> Other Critters		<input type="checkbox"/> Other Critters	
Is there anything we need to know about your pet?		Is there anything we need to know about your pet?		Is there anything we need to know about your pet?	
01 - EMERGENCY TELEPHONE NUMBER		02 - EMERGENCY TELEPHONE NUMBER		03 - EMERGENCY TELEPHONE NUMBER	
ROOM NUMBER		ROOM NUMBER		ROOM NUMBER	

I, the guest, hereby declare that I am fully responsible for my pet as well as any damage that may incur due to our stay at Villa Brasil Motel, not considering or opposing to pay any repair and full reimbursement of any Villa Brasil Motel property damaged by us. By these terms, I, the guest, hereby authorize Villa Brasil Motel to charge the credit card account the total amount equivalent in US Dollar. I further more declare that, I have accepted to pay for any damage and nothing to complaint or object against. By signing this agreement, I agree to abide by the Villa Brasil Motel Privacy Policy and The Pet Rules & Regulations, and agree to be responsible for any damage to property or personal injury caused by my pet. I also agree to hold the Villa Brasil Motel and its employees, owners and agents harmless from any claim, including reasonable attorney's fees and costs flowing directly or indirectly from my pet. I represent that I have insurance covering any damage or injury that might be done by my pet. My signature/print below constitutes acceptance of those terms and conditions

**SIGN  
HERE** 

Print or sign your name if you agree with the Pet Rules & Regulations

**DATE  
HERE** 

Date

## VILLA BRASIL MOTEL PRIVACY POLICY

Our Rules & Regulations are intended to provide a Safe and Enjoyable Environment for all of our Guests and pets. Thank you for your cooperation.

01. All Terms and Conditions are Subject to Change without Prior Notice.
02. Villa Brasil Motel is privately owned. We Reserve the Right to Refuse Service to Anyone.
03. Prices and Promotions Daily Rates are subject to change without prior notice.
04. Check-in time after 3:00 PM. Check-out time 11:00 AM.
05. Office Closing time: 11:00 PM - 7:00 AM daily.
06. All guests are encouraged to inspect their room on arrival and report any problems, concerns or damages to the office immediately.
07. Early Departures: No refunds available for early departures due to inclement weather, family emergencies, failures in service of local utility providers (power, internet, television, phone, water and sewage).
08. Cancellation Policy: Upon making a reservation, the first night stay (per room) will be charged to your credit card account as a Non-Refundable Deposit.
09. Any reservations made under false pretenses i.e. failing to advise us about the total number of persons in your party including any children, or failing to advise us if you have a pet, or any attempt to mislead, or defraud the owners will be subject to deposit forfeiture and reservation cancellation.
10. You must call for same day reservation to get room availability. Weekly and group rates available. Please call.
11. If you overstay your check-out time, and we don't know about it ahead of time, you will be charged \$20.00 per full hour as "Late Check-out Fee Charge" on your credit card account on file. No Exceptions.
12. Maximum stay is 28 days. No Exceptions.
13. In case of any emergency (ambulance, fire department or police), please **Call 911**. Pick up the receiver, press 9, wait for the tone, and Dial 911.
14. We accept: Cash (US Dollar), Credit Card (Visa, Mastercard, AMEX).
15. **There is a \$20.00 charge for lost/unreturned keys, because all locks accessible by that key will be replaced immediately.**
16. We welcome pets. Up to 30lbs per pet. A \$20.00 daily fee will apply. Pets must be declared during guest registration. In consideration of all Villa Brasil Motel guests, pets must be attended at all times (read The Pet Rules & Regulations). We, at Villa Brasil Motel do not accept the stay of any breed of aggressive dogs, not limited to Pitbull, Rottweiler, Wolf Hybrids - No Exceptions.
17. All guests registering must be 18 years of age or older, and must present a photo identification document upon check-in. The registered guest are fully responsible for the care of occupants under the age of 18 years old. Please do not leave them unattended during your stay on our premise. We are required by law to report to the authorities, and we will do so promptly.
18. **NON-SMOKING ROOMS - There is a room recovery fee of \$200.00/room for guests who do not comply with our NON-SMOKING ROOMS POLICY in order to cover the extensive cost of restoring guest rooms to a NON-SMOKING ROOMS condition.**
19. No candles allowed in the rooms.
20. Alcohol consumption by persons under legal age is not allowed anywhere on the property. Illegal drugs or activities will not be tolerated anywhere on the property, including in the rooms.
21. If Law Enforcement is ever called to the Villa Brasil Motel due to a disturbance involving you, your pet, your visitors for any reason, you may be asked to leave the Villa Brasil Motel immediately with no refund.
22. Emergency Maintenance: Management reserves the right to enter any room at reasonable hours for emergency maintenance. Only electrical, water, sewage and phone service loss are covered. Loss of television or internet access does not constitute an emergency situation. Guests are asked to not attempt to fix any maintenance issues themselves. Guests may not prevent management from entering the room in emergency situations.
23. No unregistered guest is allowed to stay overnight and park on our premise. One car parking space available per room. Guest must inform the Car Make/Model, License Plate Number, State, and Color upon check-in.
24. Please display the Maid Service Door-Tag outside to request service. The sign must be posted by 11:00 AM. No cleaning on Sundays.
25. We're not liable to any damage to the registered guest and to his/her guest belongings, that may occur during the stay in the Villa Brasil Motel, included and not limited to electronic equipment's (i.e. computer, radio, mobile phone, others) and any other personal item (money, jewelry or valuables of any kind). Any belongings left on our premise by the registered guest, will be in storage for up 30 days. A storage fee of \$10.00 will apply for each day. After 30 days, the belongings will be disposed of.
26. Any broken or missing item, and/or vandalism acts, as done by the registered guest and by his/her invited guest will be the guest responsibility. They will be required to pay for the repair and replacement of the item. Villa Brasil Motel will charge the full amount to the registered guest credit card account on file or deducted from the deposit to cover such costs.
27. Villa Brasil Motel is not liable for any wrong doing done by the registered guest and his/her invited guest during the use of the internet, telephone, Satellite TV, and any other mean of communication services available on our premise.
28. We won't be responsible for any kind of accident and physical injury to the guest during guest stay at Villa Brasil Motel.
29. Additional Mattress Fee of \$20.00 per night.
30. No loud TV, music or stereos that will disturb other guests.
31. HDTV Screen, 100+ TV Channels, Brazilian TV Rede Globo.
32. FREE WI-FI.
33. Maid Service daily by request. Please display the Maid Service Door-Tag outside the door.
34. Please DO NOT attach/connect any kind of cables/devices to the HDTV to avoid damaging the room's HDTV. If you cause any damage, you are responsible for paying in full for the replacement and installation of the new HDTV.

**SIGN**  
**HERE** 

Print or sign your name if you agree with the Villa Brasil Motel Privacy Policy

**DATE**  
**HERE** 

Date

## THE PET RULES &amp; REGULATIONS



Any guest who fails to adhere to The Pet Rules & Regulations may be asked to leave the motel at the sole discretion of the Villa Brasil Motel Management. All guests are required to review and understand The Pet Rules & Regulations and comply accordingly.

These Pet Rules & Regulations supersede any previous rules or guidelines whether written or verbal. The Pet Rules & Regulations here were primarily written with regard to dogs and cats. Wildlife or exotic animals are protected species and are never allowed to be kept as pets.

The keeping of pets other than cats and dogs should also be approved in writing by Villa Brasil Motel Management.

This will help ensure that all guests have an enjoyable stay at Villa Brasil Motel, your pet included. Villa Brasil Motel prides itself on being clean, safe and enjoyable for all guests. We ask our guests and visitors to comply with the following rules and regulations below.

01. Guests agree to accept financial responsibility in the event of any damage done by their pet to the Villa Brasil Motel's property, whether inside or outside the guest room.
02. We reserve the right to full reimbursement for any deep cleaning and repair from damages caused by pet guests or their owners. Not limited to doors, towels, washcloths, bed, plants, and any other property.
03. All pets must be kept clean and flea and tick-free. If fleas become a problem, guest must agree to pay for professional extermination services to eradicate them.
04. Aggressive animals which represent a danger to other animals or people are never allowed in the Villa Brasil Motel. ANY animal bite or attack shall be immediately reported to the Villa Brasil Motel Management.
05. Pets should never be allowed to disturb other guests from loud, frequent, habitual barking, howling, crying, or yelping.
06. We recommend bringing your own crate or pet bed that will make your pet feel more comfortable.
07. All guests are expected to pick up after their dogs, no exceptions. All pets must be completely housebroken.
08. Pets are to be on a Leash at All times and under adult supervision on the motel premises. Pets should never be left alone or unattended in the guest rooms and anywhere on the premises for any reason. If a pet is left unattended in the guest room; the pet must be caged or crated.
09. Villa Brasil Motel staff loves Pets... but you must either remove your pet or be present when housekeeping arrives to service your room. We will not clean any guest room in which there is a loose pet.
10. All dogs are permitted in guest rooms and common areas. Pets are Not Allowed in the lounge area.
11. We charge a daily fee \$20.00 per pet. Up to 30 lbs per pet. Pets must be declared during guest registration. In consideration of all Villa Brasil Motel guests, pets must be attended at all times (read The Pet Rules & Regulations). We, at Villa Brasil Motel do not accept the stay of any breed of aggressive dogs, not limited to Pitbull, Rottweiler, Wolf Hybrids - No Exceptions.
12. When walking your pet in the neighborhood, please pick up after your pet. Villa Brasil Motel has clean-up plastic bags available for you.
13. Vaccinations - All pets entering our facility must provide current vaccination records administered by a Licensed Veterinarian. Please make sure you submit the required certificate prior or at check in.
14. You must have your own insurance to cover any damages or injury caused by your own pet during your stay in the Villa Brasil Motel.
15. We require our guests to leave a contact number at the front desk in case there is any emergency with your pet while you're out.
16. All guests with pets Must read, agree and sign The Pet Rules & Regulations Form prior to check in. We will terminate your stay with no prior notice if any The Pet Rules & Regulations is broken.
17. Pet Abandonment: Abandoned pets will be signed over to Animal Control. Owner hereby agrees to pay and related fees for this process, as well as any balance due related to the care of said pet.
18. Severe Weather/Disaster Plan: Owner hereby given permission for us to do whatever is necessary to protect their pets in a severe emergency, including moving off-site to a safe location, as deemed reasonable and necessary.

SIGN  
HERE 

Print or sign your name if you agree with the Pet Rules &amp; Regulations

DATE  
HERE 

Date