

Booking Form for Seri Bulan Condominium Port Dickson

Member No:

Staff No:

Member Name

Check In Date & Time

Check-Out Date

Number of Nights

Number of adults

Number of Children

E-mail address

Phone Number

Emergency Contact No

Comments or Additional Information

How would you like to receive confirmation of your booking?

Email

☐

Text Message

☐

Other-add option

☐

☐ I agree on rental terms & conditions

Signature

Name

Date

SHORT-TERM RENTAL/HOMESTAY TERMS & CONDITIONS	TERMA & SYARAT UNTUK SEWA JANGKA PENDEK/HOMESTAY
1. Guest Responsibilities & House Rules	1. Tanggungjawab Tetamu & Peraturan Rumah
1.1 Guest Limitations: The maximum number of guests allowed in the property is as specified in the booking confirmation. Any additional guests must receive prior written approval from KOPCIMB.	1.1 Had Jumlah Tetamu: Jumlah tetamu maksimum yang dibenarkan di hartanah adalah seperti yang dinyatakan dalam pengesahan tempahan. Sebarang tetamu tambahan perlu mendapat kebenaran bertulis terlebih dahulu dari KOPCIMB.
1.2 Subletting and Transfer: Guests are not permitted to sublet the property or transfer their booking to another party without KOPCIMB's prior written consent.	1.2 Sewa Sublet & Pemindahan: Tetamu tidak dibenarkan untuk menyewakan semula hartanah atau memindahkan tempahan kepada pihak lain tanpa kebenaran bertulis dari KOPCIMB.
1.3 Visitors: Visitors are permitted only with prior approval. Overnight stays by non-registered guests are strictly prohibited.	1.3 Pelawat: Pelawat hanya dibenarkan dengan kelulusan terlebih dahulu. Penginapan semalaman oleh tetamu yang tidak berdaftar adalah dilarang sama sekali.
1.4 Cleanliness: Guests must maintain the cleanliness of the property and dispose of trash at designated areas.	1.4 Kebersihan: Tetamu perlu mengekalkan kebersihan hartanah dan membuang sampah di kawasan yang ditetapkan.
1.5 Noise Control: Noise levels must be kept to a minimum, particularly between [e.g., 10:00 PM and 8:00 AM], to prevent disturbance to neighbours.	1.5 Tahap Kebisingan: Tahap kebisingan mestilah dikawal, terutamanya antara [contoh, 10:00 PM hingga 8:00 AM], bagi mengelakkan gangguan kepada jiran.
1.6 Local Laws: Guests must comply with all applicable local laws and regulations during their stay.	1.6 Undang-undang Tempatan: Tetamu mesti mematuhi semua undang-undang dan peraturan tempatan semasa penginapan.
1.7 Prohibited Activities: Engaging in illegal activities, including but not limited to drug use, gambling, or prostitution, is strictly prohibited and may result in immediate eviction without a refund.	1.7 Aktiviti Haram: Aktiviti haram, termasuk tetapi tidak terhad kepada penggunaan dadah, perjudian, atau pelacuran, adalah dilarang sama sekali dan boleh menyebabkan pengusiran serta-merta tanpa pulangan wang.
2. Check-in & Check-out Policy	2. Polisi Daftar Masuk & Daftar Keluar
2.1 Check-in/Check-out Times: Check-in time is from [12:00 PM] onwards, and check-out time is by [1:00 PM]. Early check-in or late check-out is subject to availability and may incur additional charges.	2.1 Waktu Daftar Masuk/Daftar Keluar: Waktu daftar masuk adalah dari [12:00 PM] dan waktu daftar keluar adalah sebelum [1:00 PM]. Daftar masuk awal atau daftar keluar lewat adalah tertakluk kepada ketersediaan dan mungkin dikenakan caj tambahan.
2.2 Key Collection: KOPCIMB will provide details for key collection and return upon confirmation of the booking.	2.2 Pengambilan Kunci: KOPCIMB akan memberikan butiran mengenai pengambilan dan pemulangan kunci selepas pengesahan tempahan.
2.3 Lost Keys: Failure to return keys or access cards will result in a replacement fee, which will be deducted from the security deposit.	2.3 Kunci Hilang: Kegagalan memulangkan kunci atau kad akses akan menyebabkan bayaran ganti rugi yang akan ditolak daripada deposit keselamatan.
2.4 Security: Guests must ensure that all doors and windows are securely locked when leaving the property.	2.4 Keselamatan: Tetamu perlu memastikan semua pintu dan tingkap dikunci dengan selamat apabila meninggalkan hartanah.
3. Payment & Security Deposit	3. Pembayaran & Deposit Keselamatan
3.1 Rental Rate: The rental rate, as agreed at the time of booking, must be paid in full before check-in.	3.1 Kadar Sewa: Kadar sewa yang dipersetujui semasa tempahan mesti dibayar sepenuhnya sebelum daftar masuk.
3.2 Security Deposit: A refundable security deposit of [RM150.00] is required before check-in to cover any damages, missing items, or excessive cleaning costs.	3.2 Deposit Keselamatan: Deposit keselamatan yang boleh dipulangkan sebanyak [RM 150.00] diperlukan sebelum daftar masuk untuk menampung sebarang kerosakan, barang hilang, atau kos pembersihan yang berlebihan selepas penginapan.
3.3 Refund of Security Deposit: The security deposit will be refunded within [7 days] after check-out, provided there are no damages or violations of rental terms.	3.3 Pulangan Deposit Keselamatan: Deposit keselamatan akan dipulangkan dalam [7 hari] selepas daftar keluar, dengan syarat tiada kerosakan atau pelanggaran terma sewa.
3.4 Cancellation Policy: Cancellations are subject to the booking platform's cancellation policies or as agreed in writing. Any refunds will be processed accordingly.	3.4 Polisi Pembatalan: Pembatalan adalah tertakluk kepada polisi pembatalan platform tempahan atau yang dipersetujui secara bertulis. Sebarang bayaran balik akan diproses mengikut terma tersebut.

4. Damages & Liabilities	4. Kerusakan & Liabiliti
4.1 Guest Responsibility: Guests are responsible for any damage to the property, furniture, appliances, or fixtures caused during their stay.	4.1 Tanggungjawab Tetamu: Tetamu bertanggungjawab terhadap sebarang kerosakan kepada hartanah, perabot, peralatan, atau kemudahan yang berlaku semasa penginapan mereka.
4.2 Cost of Repairs: The cost of repairs or replacements will be deducted from the security deposit. If the cost exceeds the deposit, the guest must cover the additional charges.	4.2 Kos Pembaikan: Kos pembaikan atau penggantian akan ditolak daripada deposit keselamatan. Sekiranya kos melebihi jumlah deposit, tetamu dikehendaki untuk menampung baki kos tersebut.
4.3 Personal Belongings: The host is not responsible for any loss, theft, or damage to the guest's personal belongings. It is advised to keep valuables secure.	4.3 Barang Peribadi: Tuan rumah tidak bertanggungjawab atas kehilangan, kecurian, atau kerosakan terhadap barang peribadi tetamu. Disarankan agar tetamu menyimpan barang berharga dengan selamat.
4.4 Reporting Issues: Any damages or maintenance issues should be reported to KOPCIMB immediately.	4.4 Melaporkan Masalah: Sebarang kerosakan atau masalah penyelenggaraan hendaklah dilaporkan kepada KOPCIMB dengan segera.
5. Prohibited Activities	5. Aktiviti Yang Dilarang
5.1 Smoking: Smoking is strictly prohibited inside the property. A cleaning fee will be imposed if evidence of smoking is found.	5.1 Merokok: Merokok di dalam hartanah adalah dilarang sama sekali. Caj pembersihan akan dikenakan jika terdapat bukti merokok.
5.2 Illegal Substances: The use, possession, or distribution of illegal drugs is prohibited and may result in eviction without a refund, and the matter may be reported to authorities.	5.2 Substansi Haram: Penggunaan, pemilikan, atau pengedaran dadah haram adalah dilarang dan boleh menyebabkan pengusiran serta-merta tanpa pulangan wang, dan perkara tersebut boleh dilaporkan kepada pihak berkuasa.
5.3 Pets: Pets are not allowed.	5.3 Haiwan Peliharaan: Haiwan peliharaan tidak dibenarkan sama sekali.
5.4 Parties & Gatherings: Parties, loud gatherings, or events are prohibited.	5.4 Pesta & Perhimpunan: Pesta, perhimpunan bising, atau acara tidak dibenarkan sama sekali.
5.5 Illegal Activities: Any illegal activities on the premises will result in immediate eviction without a refund.	5.5 Aktiviti Haram: Sebarang aktiviti haram dalam hartanah adalah dilarang dan boleh menyebabkan pengusiran serta-merta tanpa pulangan wang.
6. Utilities & Services	6. Utiliti & Perkhidmatan
6.1 Included Utilities: The rental includes standard utilities such as water, electricity, within reasonable usage limits. Excessive usage may result in additional charges.	6.1 Utiliti Termasuk: Sewa termasuk utiliti standard seperti air, elektrik, dalam had penggunaan yang munasabah. Penggunaan berlebihan mungkin dikenakan caj tambahan.
6.2 Energy Conservation: Guests are responsible for turning off air conditioning, lights, and appliances when not in use to conserve energy.	6.2 Penjimatan Tenaga: Tetamu bertanggungjawab untuk mematikan pendingin hawa, lampu, dan peralatan lain apabila tidak digunakan bagi menjimatkan tenaga.
6.3 Housekeeping: Housekeeping services are not included unless specified in the booking. Guests are responsible for maintaining general cleanliness.	6.3 Perkhidmatan Pembersihan: Perkhidmatan pembersihan tidak disertakan kecuali dinyatakan dalam tempahan. Tetamu bertanggungjawab untuk mengekalkan kebersihan am semasa penginapan mereka.
6.4 Utility Issues: Any issues with utilities should be reported to KOPCIMB immediately.	6.4 Isu Utiliti: Sebarang isu berkaitan utiliti hendaklah dilaporkan kepada KOPCIMB dengan segera.
7. Building Rules & Regulations	7. Peraturan Bangunan & Peraturan Pengurusan
7.1 Building Regulations: Guests must comply with the rules set by the condominium or apartment management, including the use of common facilities such as pools and parking spaces.	7.1 Peraturan Bangunan: Tetamu mesti mematuhi peraturan yang ditetapkan oleh pengurusan kondominium atau apartmen, termasuk penggunaan kemudahan bersama seperti kolam renang dan tempat letak kereta.
7.2 Unauthorized Use: Unauthorized use of shared facilities may result in fines imposed by building management, which will be charged to the guest.	7.2 Penggunaan Tidak Sah: Penggunaan kemudahan yang tidak sah atau melebihi had tetamu di ruang bersama boleh menyebabkan denda yang dikenakan oleh pengurusan bangunan dan akan dibayar oleh tetamu.
7.3 Inconvenience to Other Residents: Guests must not engage in activities that may cause inconvenience to other residents or result in complaints to management.	7.3 Gangguan Kepada Penghuni Lain: Tetamu tidak boleh melakukan aktiviti yang boleh menyebabkan gangguan kepada penghuni lain atau menyebabkan aduan kepada pengurusan.

8. Termination of Stay	8. Penamatan Penginapan
8.1 KOPCIMB's Right to Terminate: KOPCIMB reserves the right to terminate a guest's stay if there is a breach of these terms and conditions.	8.1 Hak KOPCIMB Untuk Menamatkan Penginapan: Tuan rumah berhak untuk menamatkan penginapan tetamu dengan segera jika berlaku pelanggaran terma dan syarat ini.
8.2 No Refund for Early Termination: If the stay is terminated due to misconduct or rule violations, the guest will not be entitled to a refund.	8.2 Tiada Pulangan Wang Untuk Penamatan Awal: Jika penginapan ditamatkan akibat salah laku atau pelanggaran peraturan, tetamu tidak berhak untuk sebarang bayaran balik.
8.3 Leaving Early: No refunds will be provided if the guest leaves earlier than the agreed check-out date unless agreed in advance.	8.3 Keluarga Awal: Tiada bayaran balik akan diberikan jika tetamu memilih untuk meninggalkan lebih awal daripada tarikh daftar keluar yang dipersetujui, kecuali telah dipersetujui lebih awal.
9. Indemnity Clause	9. Klausu Ganti Rugi
9.1 Indemnification: The guest agrees to indemnify and hold the host harmless from any claims, damages, or liabilities arising from their stay, including personal injury, loss of property, or legal disputes with third parties.	9.1 Indemniti: Tetamu bersetuju untuk mengganti rugi dan melepaskan tuan rumah daripada sebarang tuntutan, kerosakan, atau liabiliti yang timbul akibat penginapan mereka, termasuk kecederaan peribadi, kehilangan harta, atau pertikaian undang-undang dengan pihak ketiga.
9.2 KOPCIMB's Limitation of Liability: The host shall not be liable for any disruptions, inconveniences, or accidents caused by circumstances beyond their control, such as power outages, water supply disruptions, or natural disasters.	9.2 Had Liabiliti KOPCIMB: Tuan rumah tidak akan bertanggungjawab atas sebarang gangguan, kesulitan, atau kemalangan yang berlaku di dalam hartanah akibat daripada keadaan di luar kawalan mereka, seperti gangguan bekalan elektrik, gangguan bekalan air, atau bencana alam.