



City Lodge

63, Rue de l'Étang
1040 Etterbeek, Brussels
Belgium

E-mail : citylodge.be@gmail.com
Website : www.citylodge.be

Certilease S.A.

Head-office :
149, Chaussée de Charleroi
1060 Saint-Gilles, Brussels
Belgium

V.A.T. - BE 0865.694.217
Tel. : +32 2 643 39 13
Fax : +32 2 649 00 32

APPLICATION FORM

Number of guest(s)	<input type="text"/>
Surname
Firstname
Nationality
Passport number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address	Street: N°: Box:
	Postal Code: City: Country:
Telephone	+ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mobile	+ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fax	+ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
e-mail
Company
Address of the Company	Street: N°: Box:
	Postal Code: City: Country:
VAT number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title
Date and time of arrival	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>
Date of departure	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Possibility of renewal ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Apartment N°	<input type="checkbox"/> 2c.1 <input type="checkbox"/> 2c.3 <input type="checkbox"/> 3c.1 <input type="checkbox"/> 3c.2 <input type="checkbox"/> 4c.1 <input type="checkbox"/> 4c.2

Signature :



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PAYMENT GUARANTEE

Kind of Credit Card

Euro/Master Card Visa American Express Other :

Card Number

Name of the holder

.....

Expiry date

(mm/yyyy)

 /

/!\ By this signature, I accept Certilease S.A. to charge this credit card for the expenses of the stay.

Date and signature,



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Lodging facilities

- **Private covered parking** : 103, Rue de l'Étang 1040 Etterbeek Box n° : _____
- Separated fully equipped kitchen
- Microwave
- Traditional oven
- Dishwasher
- Toaster
- Coffee machine
- Separated lavatories
- Hair drier
- Iron
- Plasma screen TV
- DVD player
- Hi-Fi
- Washing machine and dryer
- Air freshner

Included services

- Safe box
- Weekly cleaning of the apartment
- Change of bedlinen 1 x a week
- Change of towels 2 x a week
- 6 free satellite channels
- Wireless Internet connection in the apartment
- Concierge
- Reception services (fax, photocopies, etc.)
- Reception open every day from 8.30am to 7.00pm, except during the week-end and public holidays.
- Wireless phone with direct number (communications not included)

Additional services

- Ironing of shirt(s) Yes No
- Additional bed, towel(s) or bedlinen Yes No
- Cot Yes No
- Private fax n° Yes No
- Cable television (charges depending on cable company) Yes No

By this signature, I declare having read and approved the attached terms and conditions.

Date and signature, (preceded by the mention "Read and approved")



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TERMS & CONDITIONS FOR ACCOMODATION & SERVICES

The City Lodge is an establishment which offers temporary accommodation and not permanent rental contracts

RATES : Rates are subject to change. They are guaranteed only month-by-month. Updated rates are available at the reception.

PAYMENT : Invoices are issued on a monthly basis and payable in advance to the following account : Fortis **001-4326251-30**. Overdue payments are subject to 1% interest per month in addition to 150 Euros collection charges.

INSTALMENT : City Lodge reserves the right to ask for an instalment upon reservation.

RECEPTION : The reception is situated one flight up at 63, rue de l'Étang. It is open from 08.30am to 07.00pm. The reception can be contacted at **+32 2 626 97 69**. The reception will be able to provide the client with all information regarding his stay.

APARTMENT : City Lodge offers 6 high quality apartments. These are assigned by the reception but take into account the choice and preferences of the client. A client may be transferred from one apartment to another should the need occur. Given a minimum stay of 6 months, a client may be domiciled at the City Lodge. Please note, nevertheless, that the reception must be made aware.

INVENTORY OF FIXTURES : An inventory with regards to furniture, equipment and the state of the apartment is filled out together upon check-in. This procedure will also be carried out upon check-out to determine any missing items on the level of wear and tear, which may be invoiced.

OCCUPANCY : The client and his entourage must see to the peace and quiet of the other clients. The client promises to give access to the building, only to people that he knows, and then, under his responsibility. He will see to it that the building is correctly closed when he comes and goes, and will not lend out his entry keys, cards or codes. It is not permitted to expose goods, plants or messages on the windows or terraces. The client acknowledges his responsibility for any companions or visitors.

ANIMALS : The client may not allow access to the building of any animal, without prior written agreement by the City Lodge.

MAIL : Names will be indicated on the mailboxes and doorbells as per request of the client. Outgoing mail may be deposited at the reception with the requested postage. (which will be invoiced at the end of the month)

PARKING : The garage is situated at **103 rue de l'Étang 1040 Bruxelles**. The parking spaces are exclusively reserved for non-gas fuelled vehicles belonging to the client. Clients may not store any hazardous substances in the garage (nor anywhere else in the building).

ACCESS : Cleaning personnel must have access to the client's apartment once a week between 09.00am and 05.00pm at his convenience. In case of an emergency, the concierge or administration must also have access.

SERVICE GUARANTEE : The City Lodge guarantees quality service but for reasons outside City Lodge's control, discontinuities may occur, though never for more than 3 days.

RESPONSIBILITY : The residence is equipped with a video surveillance system. The City Lodge is not responsible for the loss or theft of any of the client's belongings unless this is obviously due to professional misconduct on its or its employees part. The client may sign up for a special insurance (form at the reception) and disposes of a safe. The responsibilities of a hotel do not apply to an apart-hotel.

CHECK OUT : At the end of a client's occupancy, the City Lodge will clean the apartment thoroughly at the client's charge. The client must give 24 hours advance notice for the City Lodge to organize this special cleaning

EARLY END TO THE SERVICE : The City Lodge may exact the immediate departure of the client in case of non-payment, inconvenience to other clients or voluntary damage to the premises.

GUARANTEE : The company indicated on the reservation form or that whose details are mentioned on monthly invoices guarantees full payment of the client until and through "check out".

SECURITY : The client's possessions found in the apartment constitute a security for City Lodge in the case of outstanding payments for accommodation or services.

CREDIT CARD IMPRINT : In case of payment problems, the City Lodge is authorized to make use of the client's credit card imprint or number

APPLICABLE LAW : The rights and duties of the parties are governed by Belgian law. Any litigation will be submitted to "Juge de Paix du cinquième canton de Bruxelles" or to the "Tribunal de première instance" or "commerce de Bruxelles" depending on the profession of the client.

Welcome to City Lodge !

We wish you a delightful stay in Brussels !

Signature :