

Dear Potential Long-Term Guest,

Thank you for considering Pod Inn for your long-term stay needs. Please fill out the following application form so we can better understand your requirements and provide you with the best possible accommodation.

### 1. Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### 2. Accommodation Details

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Number of people staying: \_\_\_\_\_

Capsule Type: Single/Double \_\_\_\_\_

(Kindly take note that we have **a minimum stay requirement of four weeks**. The initial four weeks' rent is **non-refundable**, and subsequent weekly rent payments are also **non-refundable**. Once you have completed the initial four-week stay, you can pay rent on a weekly basis)

### 3. Long-Term Stay Details

Expected length of stay: \_\_\_\_\_

Reason for Long-Term Stay: \_\_\_\_\_

#### **4. Payment Details**

Preferred Payment Method: Cash/Credit Card/Debit Card \_\_\_\_\_

Payment Frequency: Weekly/Monthly/Quarterly/Other \_\_\_\_\_

Have you stayed with us before? Yes/No \_\_\_\_\_

If yes, please provide your previous booking details: \_\_\_\_\_

#### **5. Employment Details**

Are you currently employed? Yes/No \_\_\_\_\_

If yes, please provide the following details:

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Work Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please attach copies of your payslips for the last four weeks.

#### **6. Hostel Information**

Are you aware that this is a capsule accommodation, not a normal hotel?

Yes/No \_\_\_\_\_

Please note that Pod Inn provides capsule accommodation, which is a unique and space-saving type of lodging. While we strive to provide a comfortable and convenient experience for our guests, there may be some maintenance issues or inconveniences caused by our facilities.

In the event that you encounter any issues during your stay, please inform our staff immediately, and we will do our best to resolve the issue promptly.

## 7. Pod Inn Policies

Before checking in, we ask that you carefully review and agree to our policies. These policies are in place to ensure the safety and comfort of all guests and staff. Please be aware that failure to comply with these policies may result in a bond charge of \$250 per person, which is non-refundable, and additional charges may apply.

Please take a moment to review our policies:

- No smoking or drug use is permitted on the premises.
- Quiet hours are in effect from 10:00 pm to 7:00 am.
- Guests are responsible for keeping their capsules clean and tidy.
- Visitors are not allowed in the capsule area.
- Food and drinks are not permitted inside the capsules.
- Guests are responsible for their personal belongings.
- Lost or damaged keys will result in a fee of \$20.
- Any damage to the property will result in a charge to the guest.
- Check-out time is 10:00 am. Late check-out may result in a fee.
- The hostel is not responsible for any injuries or accidents on the premises.

Please sign and date below to acknowledge that you have read and agree to our policies:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your cooperation in upholding Pod Inn policies. We hope you have an enjoyable and comfortable stay with us.