

# Setup Your Rental Agreement

Lodgix provides a default Rental Agreement, Confirmation PDF, and Invoice. These templates can be copied and customized to meet your needs from Settings > Templates > Documents.

## Customize Your Rental Agreement

PDF Templates













Rental Agreements Setup

Show 25 entries

Add New Template

Refresh

Search:

Name	Type	Orientation	Additional Info	
Default Confirmation	Confirmation	Portrait	Default Confirmation	  
Default Invoice	Invoice	Portrait	Default Invoice	  
PayPal Invoice	Invoice	Portrait	PayPal Invoice	  
Sample Rental Agreement	Rental Agreement	Portrait	Default Rental Agreement	  

Showing 1 to 4 of 4 entries

Click on the pencil icon to edit the PDF template.

## Editing the Template

Save














Return






Preview







Template Name: Sample Rental Agreement

Type: Rental Agreement

Orientation: Portrait

Styles

Format

Font

Size

A

Tag to insert

Insert Tag

SHORT TERM RENTAL AGREEMENT

[CTITLE]

[CSTREETADDR]

[CCITY], [CSTATEABBREV] [CPOSTALCODE]

This agreement made [LDATE] between:

[GUESTFIRSTNAME] [GUESTLASTNAME]

[GUEST\_MOBILE\_PHONE]

[GUESTSTREETADDRESS], [GUESTSTATEABBRV] [GUESTPOSTALCODE]

(hereinafter called the Tenants) and [CTITLE] (hereinafter called the Landlord) concerning the short term rental of the property located at [PSTREETADDR], [PSTATEABBREV].

Total people in renting party: [RGUESTS\_TOTAL] not to exceed [PMAXGUESTS].

Rental period begins at [RCHECKINTIME] pm on [RARRIVALDATE] and ends at [RCHECKOUTTIME] on [RDEPARTUREDATE].

[RCHARGESTABLE]

body p span strong

Setup Your Rental Agreement

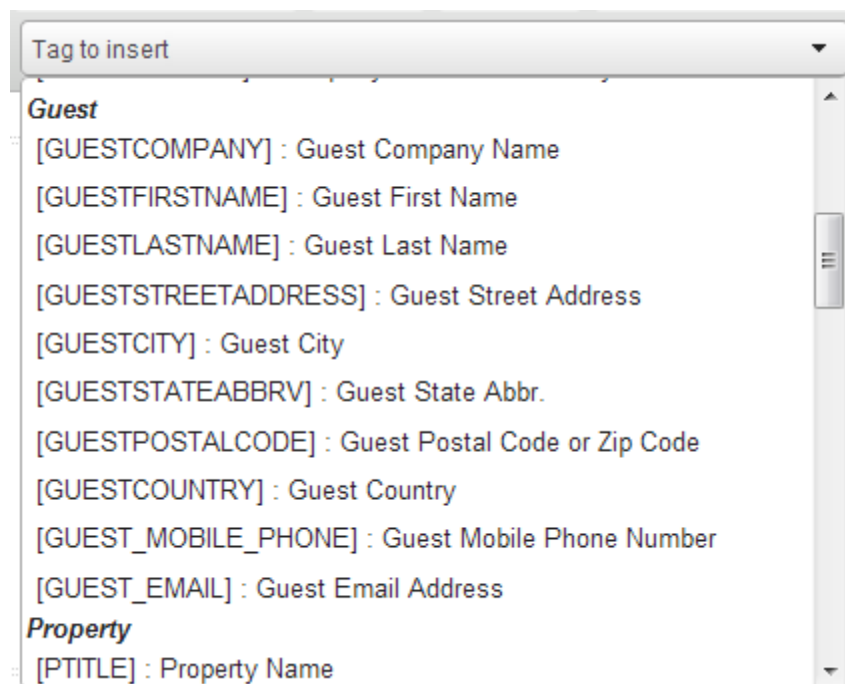
Page 1

You will use a WYSIWYG (What You See is What You Get) editor to customize the content of your Rental Agreement. Your Rental Agreement consists of static content that you can type or paste directly into the editor, and merge tags that pull dynamic content from the system. Merge tags are explained in greater detail below.

A few tips about adding content to your template...

1. In general text from Microsoft Word can be cut / paste directly into the editor. However, at times a bunch of junk formatting from Word will carry over that will screw up your template. If that happens, copy the contents to a text editor first like Notepad and then copy / paste into the template. That will assure a clean import.
2. The "Source" button will show you the actual source formatting code. If you are experiencing issues with formatting many times digging into the source will help you delete unnecessary formatting.
3. [clogo] will allow you to display your logo in the template, if a logo has been uploaded within the Important Settings area of the application.

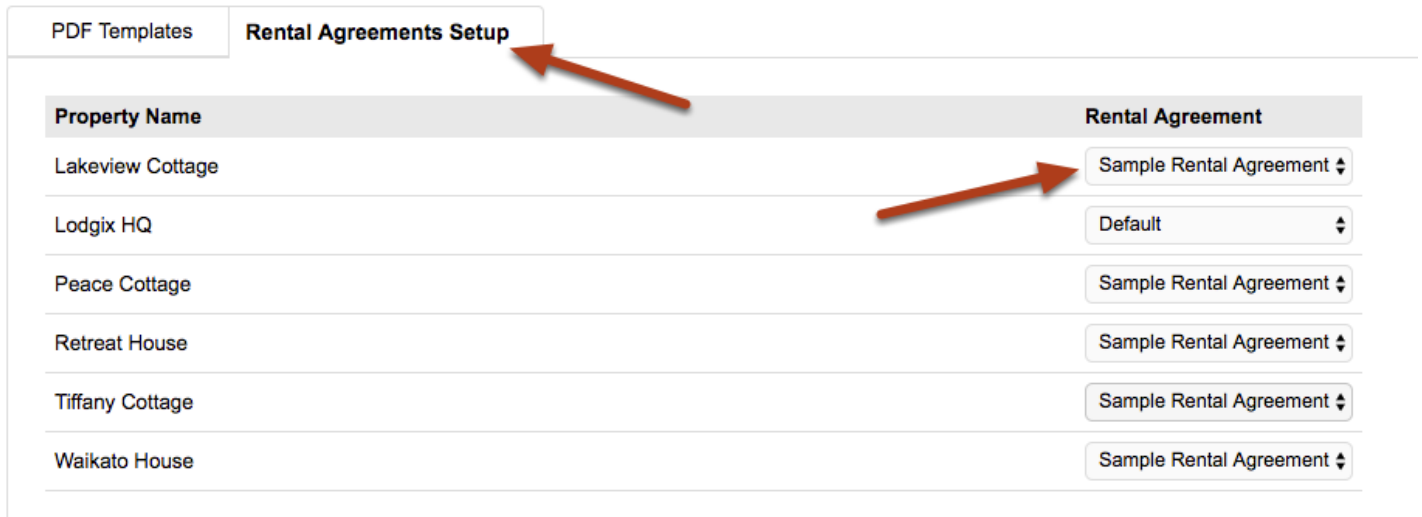
## Working with Merge Tags



You can use merge tags to pull data directly from the database to populate the templates. Merge tags can pull Company, Guest, Property, and Reservation specific information and dynamically insert it into your template. For example, you can insert the name of the guest into the document using the [GUESTFIRSTNAME][GUESTLASTNAME] merge tags.

Each merge tag has a short description to aid in finding the correct merge tag to use for your template. If you can't determine which merge tag is the correct one, a good way to test is to choose a merge tag, save the template and then generate a test pdf or go to an invoice and generate a live PDF to determine whether the PDF output is what you require.

## Assign Different Rental Agreements to Different Properties



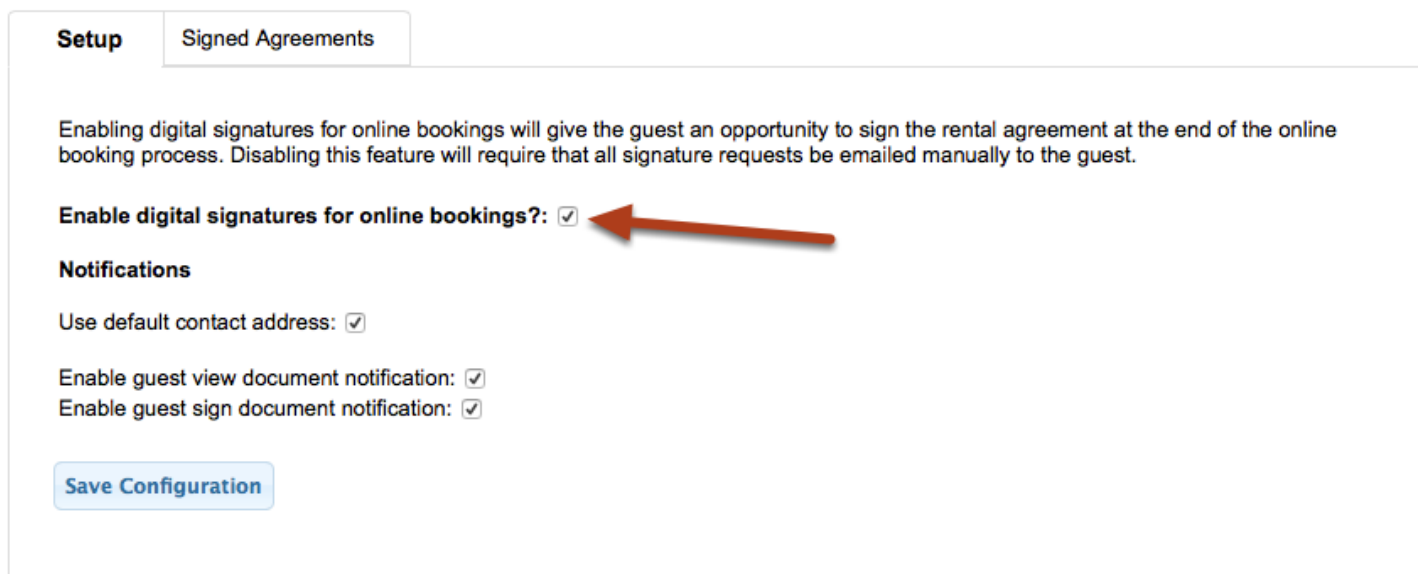
Property Name	Rental Agreement
Lakeview Cottage	Sample Rental Agreement ▾
Lodgix HQ	Default ▾
Peace Cottage	Sample Rental Agreement ▾
Retreat House	Sample Rental Agreement ▾
Tiffany Cottage	Sample Rental Agreement ▾
Waikato House	Sample Rental Agreement ▾

You can create multiple rental agreements and assign them to different properties by clicking on the Rental Agreements Setup tab under Settings > Templates > Documents. Simply select the correct rental agreement from the dropdown for each property.

## Require Digital Signatures

Lodgix offers a completely integrated, online, legally enforceable, document signing solution. You can require that your Rental Agreements be signed during the booking process, or send guests a link to sign them post booking. [A thorough explanation of the Digital Signatures feature can be found here.](#)

## Enable Digital Signatures



**Setup** Signed Agreements

Enabling digital signatures for online bookings will give the guest an opportunity to sign the rental agreement at the end of the online booking process. Disabling this feature will require that all signature requests be emailed manually to the guest.

**Enable digital signatures for online bookings?:** ☒

**Notifications**

Use default contact address: ☒

Enable guest view document notification: ☒

Enable guest sign document notification: ☒

[Save Configuration](#)

You can enable digital signatures on your account from Settings > Digital Signatures.

# Setting Up Your Rental Agreement

Save Return Preview

Template Name: Sample Rental Agreement Type: Rental Agreement Orientation: Portrait

Styles Normal Font Size A [DS\_GUEST\_SIGNATURE] : Guest Signature Insert Tag

27. Tenant is advised that there is no carbon monoxide detector on the property and accepts the risk involved in not having one.

28. Tenant shall see to their own security while in the property by locking doors, windows, garage doors, etc. when it's prudent to do so.

29. Valuable items left behind by tenant will be held for the tenant and every reasonable effort will be made to contact the tenant for return. If items are not claimed for longer than 6 months they shall become the property of the Landlord. The Landlord shall not be help liable for condition of said items.

30. Cable TV is provided and service level has been chosen by the Landlord. No refund of rents shall be given for outages, content, lack of content, or personal preferences with regard to cable TV service.

31. High speed wireless internet is provided as a convience only and is not integral to the agreement. No refund of rents shall be given for outages, content, lack of content, speed, access problems, lack of knowledge of use, or personal preferences with regard to internet service.

32. Tenant agrees that Air conditioning shall not be set below 75 degrees and heat shall not be set above 78, and that the fan setting shall be "Auto". Doors and windows shall be closed when either heat or air conditioning is in operation.

[DS\_GUEST\_SIGNATURE]

body p

You need to add the [DS\_GUEST\_SIGNATURE] to your rental agreement(s) to allow them to be signed digitally. That's it, you're ready to accept digital signatures!