

## Service Agreement

### Application Procedure

Application is made by filling out and returning an application form (from website).

Priority is given to missionaries with housing needs of 1 month or more. Housing requests of less than 1 month may not be confirmed earlier than 90 days before stay.

Housing for internationals is on a limited basis.

### Application Deposit

A deposit of \$150 is needed to reserve a home. This deposit is non-refundable in case of cancellation and will be held until after your departure to provide funding for any outstanding expenses. These may include utility charges, damage to residences considered more than normal wear-and-tear and cleaning charges when the residence has not been properly cleaned prior to departure. After the deduction of any such charges, the excess will be refunded.

A \$50 deposit will apply to all those staying less than 1 month.

### Monthly Service Charge

Cedar Lane tries to keep service charges for missionaries as low as possible. Service charges cover about half of the total running costs of the ministry with church and individual donations supplying the rest. We want your stay to be both fruitful and restful so we try to keep the homes in good to excellent condition. Please let us know of any maintenance needed in the homes. Most maintenance we can do fairly quickly, some we will need to put on our project list to complete as money becomes available.

The Service Charge is payable in advance each month and is based on the size of residence occupied. The Service Charge helps to cover the cost of administration and maintenance and does not include utility or telephone bills nor is new development financed from these funds.

You will be responsible for the Service Charges from the agreed arrival date until the agreed departure date.

Service Charge Rates

	<b>As of January 1, 2011</b>	
	<b><u>Less Than Six Months</u></b>	<b><u>Long Term</u></b>
4 Bedroom Unit	\$575	\$550
3 Bedroom Unit	\$550	\$525
2 Bedroom Unit	\$515	\$495

Monthly utility charges are as follows:

Sewer	\$36
Water	\$8 per bedroom
Internet Phone	\$5
High speed Internet	\$12

Electric, oil and propane usage are payable by the occupant.

Service Changes

There may be yearly adjustments to the Service Charge. This adjustment will be based on the actual operational costs taking into account support Cedar Lane receives from churches and individuals.

Arrival To Take Up Residence

Please try to arrive during regular staff hours – 9 am to 5 pm, Monday through Friday. Notify the office if any delay is expected.

Miscellaneous Information

Smoking is not permitted anywhere on the premises by residents or visitors.

Other arrangements should be made for pets as we are not able to accept them into the homes.