

HOUSE STAY MANUAL

A. BEFORE YOUR TRIP

Please save our number and this manual before traveling. You may contact us at **09212135656 (Smart/Sun)** or **09153737888 (Globe/TM)** for assistance and also to monitor your whereabouts. Please keep our number and house address in any sheet of paper that will be accessible when your mobile device's battery is drained. We would like to avoid NO SHOWS of guests because they were brought to other accommodations.

B. HOW TO GET HERE

This info can be given to the taxi driver :

MBH The Magical Pines
#204 Road 1, West Bayan Park
Near Goshenland Courtyards

Google Coordinates

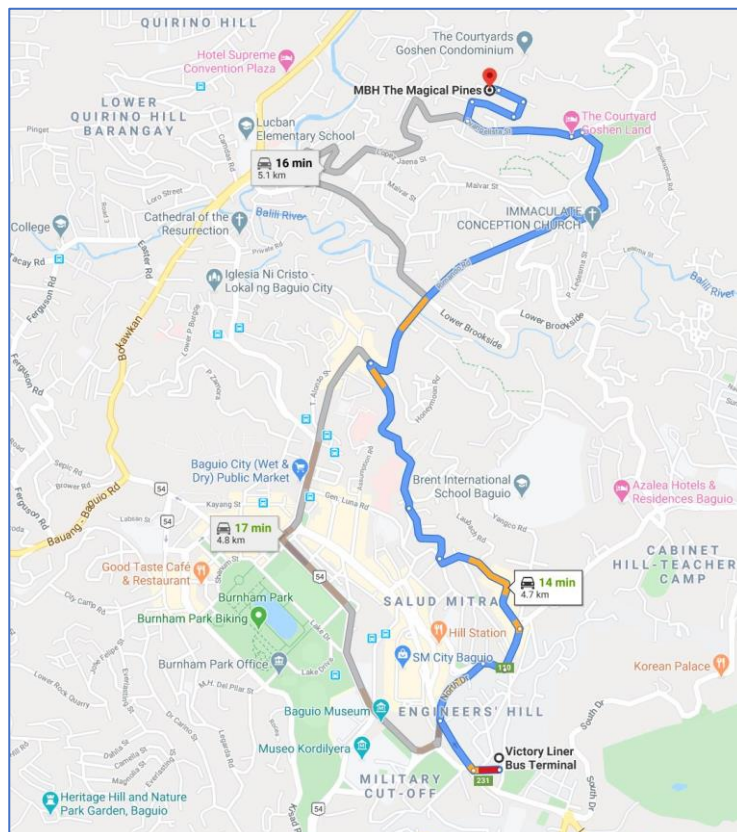
16°25'43.4"N 120°36'08.3"E

You may also use Waze or Google Maps to guide you. Just type ***"MBH The Magical Pines"***



FROM VICTORY BUS TERMINAL

4.4 kilometers away (10 minutes drive)
Fare is around Php 90.00 for 4 passengers.
[Click this link to follow it on Google Maps.](#)



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C. CHECKING IN PROCEDURE

Upon arrival in our location, please proceed to the house location and ascend up to the main apartment unit with a balcony. There you will find a **keysafe**. Rotate (or center) the dial to the **4-DIGIT CODE** provided to you though SMS.



2 PM onwards is our standard check-in time.

NEED FOR EARLY CHECK-IN

If we do not have prior booking, we allow early check-in for a minimal charge of Php 30.00/pax/extra hour before 2 PM.

NEED FOR LATE CHECK-IN

For late check-in, 8 PM onwards, we charge Php 200.00 as payment for overtime fee of those assigned to wait for your arrival.

TOILETRIES AND TOWELS

We only provide a roll of tissue and a small soap for your stay. Bath towel is also not provided unless we have been informed in advance that this is needed. Php 50.00 per towel is charged to cover its laundry expense.

PARKING

There is one slot available on the lower level of the property. This is intended for small car only. Otherwise, we encourage roadside parking. Please be mindful not to block access of pedestrians and vehicles when parking nearby.

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ADDITIONAL PAX NOT INCLUDED ON THE PRIOR NUMBER OF GUESTS

If during the day of your trip, you have an additional pax going with you, please let us know so we can provide additional beddings. Our rates ranges from 350 to 450 Pesos*/ Additional Pax / Night. If you fail to inform us, they will still be charged whether they are provided additional beddings or not.

* - Lesser rate for child 12 years old and below. Free for infants, 3 years old and below.

D. DURING YOUR STAY

We hope to make your stay as comfortable as possible. If the following problem occurs, such as

BROWNOUT – Emergency lights will turn on. Occassionally, there are scheduled brown-outs, which is usually from 9:00 AM to 5 PM. We do not have power generator. In case of brownouts, due to typhoon etc. We have flashlights on every unit. Please remember also the location of the fire extinguisher inside your unit when a fire breaks out.



HOUSE STAY REMINDERS

I. CHECK IN : 2 PM - CHECK-OUT : 11 AM

This shows consideration to our prior or succeeding guests. This is also helpful for the setup schedule of our staff. The management will let you know if it is possible to check in earlier or check out later.

II. KEYS

The keys provided are a trust. Lost keys compromise our security and locks will need replacements. Please leave keys on the dining table upon checkout and lock the door.

III. NO SMOKING

It is not allowed in Public and we also strictly not allow it inside our apartment units. Other guests might be sensitive to the allergens or the smell, and it is bad for health.

IV. CONSERVATION

This is especially true with our water supply. This is Baguio's most expensive resource. And if our water tank ran out during the day, there will be no supply until the next.

V. QUIET ENJOYMENT

You are not the only occupant of the house nor in the neighborhood. Please respect the peace and quiet by toning down all noisy activities at 10 PM. Parties not allowed.

VI. PETS

Do not bring pets inside the house unless there is prior arrangement with the management. Eventhough, we do not allow them to stay on bed and couches. No bathing of pet also.

VII. DAMAGES AND MISSING ITEMS

Depending on the item or the damage incurred in the house, material and labor charges will be incurred on the guest. Violations of the other items listed above will also be charged by its corresponding fee.

VIII. MORALS

We do not allow minors (aged 21 below) to be booked alone with another person other than their immediate relatives. We encourage morally acceptable acts and behaviors.

IX. GARBAGE

Please follow our City Policy of strict segregation of biodegradable and non-biodegradable items. Please bring out the properly sorted garbage on the parking area for pickup.

X. REFUSAL

We reserve the right to refuse guests based on our fair and just discretion.

DRINKING WATER SUPPLY

We have provided a 5-gallon freshly processed purified water for your stay. If it runs out, kindly refill/purchase at the convenient store nearby.

FOR INTERNET AND CABLE SERVICES

Please note that our 5 MBPS internet connection is complimentary (FREE OF CHARGE). If it is not available, then please bear with the situation. However, we want to have it available always. Minor technical problems might be causing it so please let us know or the computer shop for assistance. Same is true with the satellite TV connection.

HOUSE RULES

Please abide by our house rules post, which are placed on each apartment unit.

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PLEASE CLEAN AS YOU GO

Your mom or your maid is not our employee.

We offer lower rates than hotels (in fact, the lowest) because we expect our guests to keep and leave the place reasonably clean. Please help us to keep it that way for your next visit.

Please sort your garbage,
do not leave dishes on sink, etc.

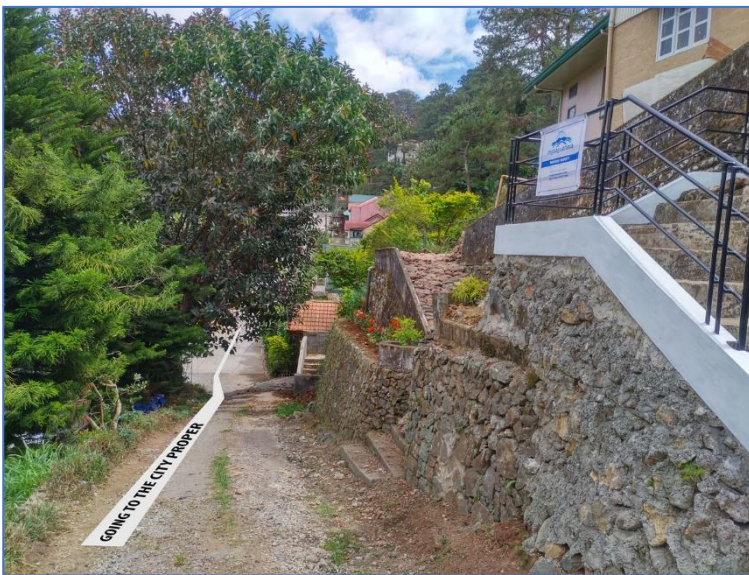


E. CHECKING OUT

Upon checking out, you may leave the key on :

1. The Safe Box
2. Dining Table

Our **latest check-out time is 11:00 AM.**



KEYS

Keys are trust. Losing it compromises our security. We will charge Php 2,000 to replace our door locks.

VERY STRICT POLICY EMPHASIZED ON THE FOLLOWING :

- No Smoking / No Vaping Inside the House
- No bathing of pets and also having them stay on our beds and sofa
- Sort out garbage properly (ie bio and non-biodegradable)
- No Noisy Activities or late night audible conversations
- No Parties / Vigil / Distracting Rituals allowed.
- No stay of unrelated people with a minor child allowed
- High morals and ethical stay is encouraged.

Checking out on time will help us to prepare the unit for our next guest. This is a very considerate action that is much appreciated by our staff, the management, and the succeeding guest.

Please make sure that you have brought all your belongings with you. And please do not take our keys (among other things) to avoid inconvenience. Just in case you accidentally brought our things with you, please send it on the fastest door-to-door.



THE MAGICAL PINES – WEST BAYAN PARK / LEONILA HILL

HOUSE STAY MANUAL

Send us the item (and inform us of the tracking number) to :

MYBAGUIOHAUS

mobile : 09212135656

55 Lower Pias St. Camp 7

2600 Baguio City

Thank you very much! We hope you will have/had a pleasant stay on one of our managed-properties. We hope to accommodate you again next time.

Safe travels and happy vacation.

MYBAGUIOHAUS PROPERTY MANAGEMENT

074 246 1422 | 09212135656 | www.mybaguiohaus.com

MANUAL VERSION 1.1 : March 1, 2020

By MyBaguioHaus Management

FOR MYBAGUIOHAUS – THE MAGICAL PINES

204 Road 1, West Bayan Park, Baguio City