



East West Suites

CREDIT CARD AUTHORIZATION FORM

I _____ do authorize East West Suites of
(Print cardholder's name)
Sherman Oaks, CA to charge the following to my credit card:

Please mark one box only

- Room and Tax Only.** **Security Deposit.**
- All Charges.** **Others _____.**

(Please be advised that all charges include but are not limited to: room, tax, gift shop, parking, in-house movies, phones, room service, bar and restaurants).

For the guest _____
(Print guest name)

Arriving on _____ Departing on _____
(Date) (Date)

On Credit Card # _____ Exp. _____

By signing below, you are authorizing us to charge your credit card for the charges specified above that are incurred by the guest whose name appears on this document.

Card holder Signature _____

Phone #: Home _____ Business _____ Cell _____
(Two numbers are required for Hotel staff to be able to contact you should the need arise)

Documents Needed

Please fax this **Letter of Authorization** along with a clear copy of the **credit card (front and back)** and the cardholder's **driver license showing the photo**. All three signatures must match. If this information and/or any part of the documents are not legible, we cannot process the charges and your request will be denied.

Instructions for faxing: when copying or faxing please use the "photo" or "half tone" options for most legible results, and fax documents to the Extended Stay Reservations Department at (818) 907-8050.

Thank you for choosing
The Hotel Residences for your Extended Stay

15485 Ventura Blvd, Sherman Oaks, CA 91403
Extended Stays