



**Exchange Request**

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

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am authorizing West Oaks the use of my unit/week:

\*UNIT \_\_\_\_\_ WEEK \_\_\_\_\_ YEAR \_\_\_\_\_

\*This information must be completed before your Exchange Request will be accepted.

West Oaks will have all rights to the use of your week for the year designated above.

- All Maintenance Fees and/or Special Assessments must be current to be eligible to request an exchange. Delinquent owners will not be considered for a possible exchange until their account is paid in full.
- Exchanges are arranged on a space available basis. This is a service that West Oaks provides to our owners based upon availability. West Oaks can not GUARANTEE the fulfillment of any request.
- Internal Exchange Fee: \$150

Exchange fees are assessed on a per week basis and must be submitted with your Exchange Request. Exchange fee payment will be returned if West Oaks is unable to confirm the requested exchange or if the request is canceled by the owner prior to confirmation.

All confirmed exchanges are final. Exchange fee payments are nonrefundable.

Exchange requests for May through September must be submitted in writing after January 1st. Requests will not be accepted without payment.

I am requesting the following dates at West Oaks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, as a West Oaks owner, who is occupying an exchanged unit/week, will be responsible for any expenses incurred or damage caused by myself or my guests during our stay.

I authorize West Oaks the exclusive use of my unit/week and I agree to comply with all of their terms and conditions.

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