

## Flexible Time Reservation Request

### Please Read These Instructions Before Filling Out Your Request:

1. You may make a reservation:
  - A. For exchange purposes; 365 days to 30 days in advance of request date.
  - B. For actual use at SunBay; 210 days to 30 days in advance of request date.
2. All reservation requests must be made in writing.
3. A new form must be submitted for each calendar year.
4. For exchange purposes -- your maintenance fee must be paid for the year reserved on this form prior to banking/depositing with your exchange company.
5. Refer to the vacation calendar to determine your preferred vacation time.
6. List 3 choices with check-in and check-out dates.
7. Check-in time is at 4:00 pm and check-out time is at 10:00 am.
8. **No pets allowed!!**
9. You may only reserve in the season in which you own.
10. There shall be no accrual or carryover of unused time from one year to the next.

Owner Number

Name

Address

City

State

Zip Code

Home phone

Work phone

E-Mail Address

Refer to the Purchase Agreement for the following information

I Own: Building

Unit

Week

Season

Please assign one of the following weeks

1st Choice: Week #                      Dates                      to

2nd Choice: Week #                      Dates                      to

3rd Choice: Week #                      Dates                      to

Fixed weeks are not available for flex reservations.

If you plan to use this week for exchange purposes check this box. Owners are Responsible for banking their own weeks. For exchange purposes your Maintenance Fees must be paid for the year reserved prior to banking with your exchange company.

By entering your name and date below you are electronically signing this form making it a valid agreement.

Owners e-signature

Date

Your confirmed vacation time will be mailed to you.

Reservation request are valid for one ( 1 ) year only. A new form must be submitted each year.