



EXCHANGE PROGRAM REQUEST FORM

UNIT TO BE ENTERED INTO EXCHANGE PROGRAM:

Membership/Contract #: _____ Villa/Unit: _____ Interval/Week: _____

From: ____/____/____ To: ____/____/____ Resort: _____

Sleeping Capacity to be exchanged (check one): Sleeps 6:____ Sleeps 5:____ Sleeps 4:____ Sleeps 2:____

Sleeping Capacity you will accept: (Equal or less choice is acceptable): Sleeps 6:__ Sleeps 5:__ Sleeps 4:__ Sleeps 2:__

NOTE: • FROM AND TO DATES MUST BE COMPLETED TO ENSURE PROPER PROCESSING INCLUDING INTERVAL OWNED.

<u>DESIRED INTERVAL/WEEK</u>	<u>RESORT CHOICE (One per Choice)</u>
First Choice: Interval/Week ____ From: ____/____/____ To: ____/____/____	_____
Second Choice: Interval/Week ____ From: ____/____/____ To: ____/____/____	_____
Third Choice: Interval/Week ____ From: ____/____/____ To: ____/____/____	_____
Fourth Choice: Interval/Week ____ From: ____/____/____ To: ____/____/____	_____
Fifth Choice: Interval/Week ____ From: ____/____/____ To: ____/____/____	_____
<u>KEY -Resort Choices (use abbreviation):</u>	
ST. MAARTEN: PRC- Pelican Resort, PMR- Pelican Marina Residences	
MEXICO: CIC- Club Internacional, RM- Royal Mayan, RC- Royal Caribbean, RI-Royal Islander, RS-Royal Sands, RH-Royal Haciendas, HEC- El Casstellano	

MEMBER/OWNER CONTACT INFORMATION:

Name: _____

Daytime Phone: _____

E-mail address: _____

PAYMENT: You will be contacted via e-mail/phone once your request is received. Credit cards accepted are American Express, Visa and Mastercard.

I verify that I have read, understand the payment procedure and agree to the rules and procedures of the Exchange Program (on reverse). Request must be signed.

SIGNATURE: _____

DATE: _____

EXCHANGE PROGRAM RULES AND PROCEDURES

1. Only units submitted by affiliated resort members/owners in good standing are available for this member to member / owner to owner exchange program. Confirmed exchanges are based on sleeping capacity; however, if you want to request a lower sleeping capacity to increase your chance for a confirmed exchange, that will be acceptable.
2. Units for rent and units offered for sale by the marketing company are not available to participate in the exchange program.
3. The exchange program is fully automated through a propriety computer system on a first come first serve basis. In some cases exchanges requested during holidays and other high season periods will be more difficult to confirm.
4. Unit location is not a priority; a beachfront unit may be confirmed into an off-beach unit. Unit assignment can not be guaranteed.
5. Exchange requests may be submitted a minimum of 75 days prior to the interval/week requested or the interval/week owned, whichever occurs first and a maximum of 12 months from the date the request is submitted. Interval Servicing will acknowledge receipt of the exchange request via e-mail. **Seventy-five (75) days prior to the interval/week date requested or the interval/week owned, whichever occurs first, all pending unconfirmed requests will be cancelled.**
6. For exchanges entered via the website (www.intervalservicing.com) the fee is \$149 US Dollars. Once an exchange is confirmed the fee is non-refundable. **NOTE:** The current exchange fee is \$179.00 U.S. Dollars if received by fax or mail.
7. Once an exchange is confirmed the trade is **FINAL**. You may cancel an exchange only prior to a confirmed exchange. A confirmed exchange cannot be cancelled as subsequent confirmed exchanges would be affected.
8. Exchanges may not be rented or externally exchanged.
9. Should the confirmed exchange become inconvenient, a new exchange (re-trade) request may be submitted with an additional exchange fee (applicable fee applies) using the confirmed exchange as the offered unit. Re-trades can be found via the website: www.intervalservicing.com
10. Exchanges will only be considered when the club service fee/maintenance fees and membership payments are current. If you are confirmed for an exchange and have not been billed for your club service fee/maintenance fee; you will be contacted by an Interval Servicing representative to assist you in collecting the fee. Once paid, this will finalize your exchange confirmation.
11. Exchange requests cannot be processed if the unit is in any of the following programs: (a) any rental program, (b) any resale program, (c) any other exchange program including but not limited to Interval International (I.I.) or Resort Condominiums International (R.C.I.).
12. PLEASE TAKE THE EXCHANGE CONFIRMATION PAPERWORK TO THE RESORT AS THIS WILL EXPEDITE CHECK-IN.

The fee for submitting an online request via www.intervalservicing.com is \$149.00.

The fee for submitting your form via fax or postal mail is \$179.00.

This form may be faxed to: 954-730-9647 or mailed to:

Interval Servicing
3363 W Commercial Blvd., Suite 202
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USA