

Dear Member:

Thank you for your interest in the Rental Program for the Royal Resorts operated by Royal Club Vacations.

Enclosed are the **Rental Program Enrollment Form**, the **Rental Program Rules and Procedures** and the **Rental Payment Change Request Form**. Please read the rental program rules and procedures and execute the documents accordingly.

If you have any question, please contact our office by phone or via email at:

Toll Free from USA & Canada 1-800-791-4423

Toll Free from Mexico 01-800-099-0761

Elsewhere 1-954-736-2200

Fax 1-954-736-5520

Email: rentalprogram@royalclubvacations.com

Warm regards,

Rental Program Department
Royal Club Vacations

QUICK CHECK LIST:

- 1.** Complete the **Rental Program Enrollment Form** and initial all clauses on the **Rental Program Rules and Procedures**.
- 2.** Return the **Rental Program Enrollment Form** and the **Rental Program Rules and Procedures** page.
- 3.** Complete and return the **Rental Payment Change Request Form** if needed.
 - 3.1.** *For Bank Transfers:* Attach a letter from the bank as described in the form.
 - 3.2.** *For other payment methods:* Enclose a check for the fee if needed (fee can also be paid by credit card).

Rental Program Enrollment Form

(Please use one form per unit configuration and per interval/week)

Member Information:

I _____ (Member) hereby authorize **Royal Club Vacations** to rent my unit as specified:
 Membership/Contract #: _____ Unit: _____ Interval/Week: _____

Resort: Please select only one

The Royal Caribbean The Royal Islander The Royal Sands The Royal Haciendas The Royal Cancun
 The Royal Sea Aquarium Simpson Bay Resort & Marina The Villas at Simpson Bay

Configuration: Please select one of these unit configurations

Lock off Room, Junior Suite (sleeps 2) Villa, Two-Bedroom (sleeps 6) Suite, One Bedroom (sleeps 4)
 Studio (sleeps 2) Studio (sleeps 4) Three Bedroom (sleeps 8)
 Villa B, Two-Bedroom (sleeps 5) Villa C, Two-Bedroom (sleeps 6)

ENROLLMENT: PLEASE COMPLETE ONLY ONE OF THE FOLLOWING SECTIONS, A OR B

A. Full week enrollment: please indicate the year or years for one of the following

For this year only: 201 ___ **OR** For several years : From: _____ To: _____ **OR** Every year, beginning with: _____

B. Less than a full week enrollment:

Number of nights to be enrolled: _____ First Night: ____ / ____ / ____ Last Night: ____ / ____ / ____
#Nights mm dd yy mm dd yy

NOTE: The number of nights rented may be fewer than the number of nights submitted. Rental status is subject to change and not guaranteed until the completion of the interval/week; unless the enrollment was made as part of a limited offer campaign.

Payment of Rental Proceeds:

The standard payment method is a check in US dollars payable to all Members of record. For changes to the standard payment method, a **Rental Payment Change Request Form** needs to be completed and returned.
 To receive rental proceeds, all financial obligations related to the unit need to be current at the end of the interval/week regardless of the payment method. Proceeds will be forfeited 91 days after the interval/week has ended if the account is delinquent.

 Print Name Daytime Phone number

 Street Address Cellular number

 City, State, Zip Code, Country Email Address

Please check this box if this is a new address.

I have read and understood the **Rental Program Rules and Procedures** and I agree to all terms and conditions. I am authorized to deposit this unit into the Rental Program and I understand the number of nights rented may be fewer than the number of nights submitted. I understand I must be current with my account payments to receive rental proceeds regardless of my payment method in accordance with the Rental Program Rules and Procedures attached.

 Signature Print Name Date (mm/dd/yy)

RP-2016-03

Rental Program Rules and Procedures

Member: _____ Membership/Contract #: _____

This Rental Program Agreement is entered by and between Royal Club Vacations (RCV), operated by Caribbean Islands Travel LLC, and the Member. The following rules and procedures apply:

1. **No Other Use Programs.** The Member will be allowed to deposit only those nights which have not been enrolled in any other use program (e.g. Resort Condominium International (RCI), Interval International (II), Internal Exchange, Owner Loan, etc). **Member Initials** _____
2. **Rental Program Types.** From time to time and at its own discretion, RCV may engage in Limited Time Offer campaigns to solicit units from Members for a certain number of nights as it applies to each campaign. Should this be the case, RCV will directly contact the Member to disclose in writing the specifics of the corresponding campaign. Throughout this document, these cases will be referred to as "Limited Time Offer Campaign" ("LTO") as opposed to all other, which will be referred to as "Regular Rental Program" ("RP"). **Member Initials** _____
3. **Enrollment Process.** Either for the RP or the LTO, Members shall execute the **Rental Program Enrollment Form** and submit it to RCV by fax, mail, e-mail or online at www.RoyalClubVacations.com. RCV will send an enrollment confirmation by fax, email or mail. At its own discretion, RCV reserves the right to close new enrollments for any weeks or nights. **a) RP.** Enrollment may occur up to 12 months prior to the start of the interval/week. Members may also enroll their units during the corresponding occupancy week, by calling RCV and allowing up to 48 hours for processing. Members may enroll the unit for multiple years by executing one form. **b) LTO.** Enrollment shall take place upon request from RCV and acceptance by the Member. **Member Initials** _____
4. **Unit Deposit and Assignment. a) RP.** The Member may deposit a portion of the unit (Suite, Room/Lock-off/Jr. Suite, or Studio) or the entire unit. When the entire unit is enrolled, it is possible only a portion of it will get rented. Enrolled units will be processed on a first deposited, first rented basis or any other criteria RCV deems appropriate to guarantee customer satisfaction or fair unit assignment. **b) LTO.** The Member must enroll the entire unit or portion of it as required by the campaign written offer/guarantee. **Member Initials** _____
5. **Rentals on a per-night Basis. a) RP.** The Member may enroll a unit into the Rental Program from 1 to 7 nights. The Member understands and agrees that the unit can be rented for a number of nights that is fewer than the number of nights enrolled. **b) LTO.** RCV will guarantee the payment of at least the number of nights offered in writing to the Member. **Member Initials** _____
6. **Unit Rental Status. a) RP. Rental Status is subject to change and not guaranteed until the completion of the interval/week.** To receive proceeds, the unit must remain in the rental program and be rented. **b) LTO.** Once the offer made by RCV is accepted by the Member and the unit is enrolled, the rental status will not change. **Member Initials** _____
7. **Unit Removal. a) RP. a.1. If the unit has not been rented,** The Member will be able to remove the entire unit or a portion of it via online at www.RoyalClubVacations.com or by sending a written request to RCV or. **a.2. If the unit has been partially or totally rented,** removal will not be possible and the unit shall remain in the rental program. In all cases, the Member will receive a notification from RCV informing the outcome of the removal request. **b) LTO.** Once the offer made by RCV is accepted by the Member and the unit is enrolled, removal of the units will NOT be possible. **Member Initials** _____
8. **Rental Status Updates.** RCV will not call or mail rental status updates, for the RP or the LTO. It is deemed the responsibility of the Member to contact RCV in order to receive rental status updates. Rental status can be verified online at www.RoyalClubVacations.com, by telephone or email. **Member Initials** _____
9. **Determination of Rental Proceeds. a) For resorts in Mexico:** Either for the RP or the LTO, the payment of Rental Distribution Proceeds will reflect a fixed value per night which was determined by taking into consideration the unit type as well as the season the interval/week is part of. **b) For resorts in the Caribbean: b.1. RP.** The payment of the rental distribution proceeds will equal 70% of the net rental rate. Net rental rate is the total rental rate minus taxes and service fees (7% for The Royal Sea Aquarium and 20% for Simpson Bay Resort and The Villas at Simpson Bay) as well as the cost of any other service, included in the rental rate which is not part of the occupancy value (meals, transfers, etc). **b.2. LTO.** The payment of rental distribution proceeds will reflect the predetermined fixed value offered in writing to the Member. **Member Initials** _____
10. **Rental Proceeds Payment Term. a) RP.** Rental proceed checks in US dollars payable to all Members of record ("Standard Payment Method") are mailed approximately 14 days after the end of the interval/week. **b) LTO.** Rental proceeds will be paid in accordance with the specific written offer made by RCV and accepted by the Member. **Member Initials** _____
11. **Rental Proceeds Payment Method.** Either for the RP or the LTO, Members may change the Standard Payment Method to one of the following: a) A check in US dollars payable to the primary name on the membership/contract; b) A bank transfer in US dollars or Mexican Pesos or; c) For the resorts in Mexico only, Royal Resort Rewards (RRR), that will be applied to the RRR account of the primary person on the membership/contract. Please refer to www.RoyalResortsRewards.com for RRR program rules and regulations. These RRR cannot be used to pay the Club Service Fee of the current year. A **Rental Payment Change Request Form** must be completed and returned to RCV for any change to the Standard Payment Method. No form is required to continue receiving distribution payments with the Standard Payment Method. **Member Initials** _____
12. **Good Standing Rule.** Either for the RP or the LTO, the Member must be in good standing with all financial obligations related to the unit at the time of distribution to receive rental proceeds, regardless of the payment method followed. Members have 90 days after the end of the interval/week of the unit rented to become current with any and all pending financial obligations. If not current on the 91st day after the end of the interval/week, proceeds will be forfeited. In the case of the LTO where proceeds are paid before occupancy, RCV will first send payment to the corresponding membership company to cover any pending financial obligation from the Member and will pay the difference to the Member as specified in the written offer made by RCV and accepted by the Member. **Member Initials** _____
13. **Miscellaneous. a)** Headings in this agreement are used for reference purposes only; **b)** Non-performance by RCV or the Member will bear no liability on the parties if due to Force Majeure; **c)** Parties will abide by the laws of the State of Florida; **d)** Notices shall be deemed effective upon proof of delivery or five days after deposited with the US Postal Service; **e)** Rules and Procedures are subject to change without notice; **f)** If any clause is severed, the remaining of the agreement will not be affected. **Member Initials** _____

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RENTAL PAYMENT CHANGE REQUEST FORM

To change the payment method of rental proceeds from the standard payment method of a check in US dollars payable to all the Members of record; the Member needs to complete and submit this form before the interval has started. If this form is received after payment has been processed, there will be a fee to reprocess the payment with the changes requested.

Member Information:

Primary Member: _____ *Email: _____
 Membership/Contract #: _____ Unit: _____ Interval/Week: _____
 Resort: _____

* RCV will send a confirmation notice to the email above once the change has been processed.

Year(s): All enrollments already processed for the year(s) indicated below will be converted to the new payment method

For this year only: 201 ____ **OR** For several years : From: _____ To: _____ **OR** Every year, beginning with: _____

CHANGE REQUEST: PLEASE COMPLETE ONE OF THE FOLLOWING SECTIONS, OPTIONS A, B OR C

A.- Check in US dollars payable only to the Primary Name:

Check in US dollars payable only to the primary name for the enrollments on this Membership/Contract and year(s) as specified above.

B.- Bank Transfer:

There is a US \$25 fee to process a bank transfer which will be deducted from the rental proceeds owed to the Member. A letter on bank letterhead, signed by a bank representative is required. This letter must include: **Information about the Bank** (Name, Address, Phone), **Account** (Number, Name(s) on the Account, Address, and ABA Number for Wire Transfers). **For non US Banks:** Branch Number, Intermediary Bank, Swift Code and CLABE Code (for Mexican Banks).

- Bank Transfer in **US dollars** for the enrollments on this Membership/Contract and year(s) as specified above
- Bank Transfer in **Mexican Pesos** for the enrollments on this Membership/Contract and year(s) as specified above

C.- Royal Resorts Rewards (referred to as RRR and only available for the Royal Resorts properties in Mexico):

These RRR cannot be applied to the Club Service Fee of the current year. RRR will be allocated to the primary person listed on the above membership/contract. Please visit www.RoyalResortsRewards.com for details on how to redeem the RRR and to accept its terms and conditions.

Royal Resorts Rewards for the enrollments on this Membership/Contract and year(s) as specified above.
 By selecting this option the member accepts that he/she has read and understood the RRR terms and conditions found at www.RoyalResortsRewards.com

REPROCESSING FEE: There is a US \$25 fee if the change request is received after the payment has been processed.

Please enclose a check payable to Caribbean Islands Travel with this form and complete this information:

Check #: _____ Bank: _____ Date(dd/mm/yy): _____

The fee can also be paid by credit card contacting our offices. Complete the following information and submit this form:

Confirmation #: _____ Date (mm/dd/yy): _____

SIGNATURES: All Members of record must sign below to accept the rental payment change request.

***** For bank transfers, please send copies of legal id's for all the below signers to verify signatures *****

Signature	Print Name	Date (mm/dd/yy)
Signature	Print Name	Date (mm/dd/yy)
Signature	Print Name	Date (mm/dd/yy)
Signature	Print Name	Date (mm/dd/yy)
Signature	Print Name	Date (mm/dd/yy)
Signature	Print Name	Date (mm/dd/yy)

The Member may send the Rental Payment Change Request Form by fax, email or regular mail. RP-2016-03