



***Simpson Bay Resort & Marina***  
***and***  
***The Villas at Simpson Bay Resort & Marina***

## Rental Status Checklist

### STEP 1:

After returning your completed rental enrollment application, we will promptly review the document and will notify you via regular mail, confirming receipt and processing of your request.

<b>Yes</b> - I received the confirmation <i>Continue to step 2</i>
<b>No</b> – I did not receive a confirmation <b>CALL</b> - 1-800-930-5050 or 954-485-5400

### STEP 2:

You may check the rental status of your unit online at [www.royalclubvacations.com](http://www.royalclubvacations.com) or by contacting the Membership Service Department at 1-800-930-5050 or 954-485-5400.

Guaranteed rental status may be confirmed no more than 25 days before the first day of the interval/week.

<b>Yes</b> - My unit rented – the following will occur:  Rental proceeds will be distributed approximately 14 days after your interval/week. Your account must be current. You have 90 days after the interval/week ends to bring your account current or you will forfeit your rental proceeds.
<b>No</b> - My unit did not rent. <i>Continue to step 3</i>

### STEP 3:

Your unit has not rented. You have 3 options available:

- Option 1** ~      Keep your unit in the rental program. There is no guarantee the unit will rent.
- Option 2** ~      Remove your unit from the rental program for deposit with your exchange company, either Interval International (II) or Resorts Condominium International (RCI).
- Note:* To avoid late penalties, deposit your unit more than 60 days before check-in. Exchange companies do not accept units for deposit less than 14 days before to check-in.
- Option 3** ~      Remove your unit from the rental program and lend it to a friend or family member or occupy your unit, to enjoy your home away from home. If lending your unit, please retrieve the owner loan form at [www.intervalservicing.com](http://www.intervalservicing.com).

### REMOVE UNITS FROM RENTAL PROGRAM

To remove units from the rental program, send an e-mail to [rentalprogram@RoyalClubVacations.com](mailto:rentalprogram@RoyalClubVacations.com).

Please include your membership/contract number, Unit number, and Interval/Week number. You may also fax your signed request to 954-736-5520 - **Attention: Rental Program.**



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**Rental Program Enrollment Form**  
**(Please use one form per unit / per week)**

I \_\_\_\_\_ hereby authorize Simpson Bay Resort & Marina to rent my villa/unit as specified:

**Membership/Contract #** \_\_\_\_\_ **Villa/Unit number** \_\_\_\_\_ **Interval/Week** \_\_\_\_\_

- I choose to deposit my full week into the rental program for the year \_\_\_\_\_
- I choose to deposit my full week into the rental program for years \_\_\_\_\_ through \_\_\_\_\_
- I choose to deposit my full week into the rental program beginning with year \_\_\_\_\_ until further notice.

**Less than full week rentals:**

Number of nights to be entered into the Rental Program: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(# Nights) (mm/dd/yy) (mm/dd/yy)

**Note:** Number of nights rented may be fewer than number of nights submitted

**Please indicate the unit configuration you wish to register in the program (check one box only):**

**The Villas at Simpson Bay Resort & Marina**

- Villa (sleeps 6)  
 Master Suite (sleeps 4)  
 Junior Suite (sleeps 2)

**Simpson Bay Resort & Marina**

- Studio (sleeps 2 or 4)\*  
 One bedroom (sleeps 4)  
 Two bedroom (sleeps 6)  
 Three bedroom (sleeps 8)

\*If you own connection units, please check the portion you wish to rent  Upper  Lower  Both

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Evening/Cell Phone

\_\_\_\_\_  
City, State, Zip Code, Country

\_\_\_\_\_  
E-mail Address

**Please check this box if this is a new address**

I understand the Rental Program Rules and Procedures and I agree to all terms and conditions. I am authorized to deposit this unit and understand the number of nights rented may be fewer than the number of nights submitted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please mail this form to:  
Interval Servicing Co  
3363 W. Commercial Blvd., Suite 201  
Ft. Lauderdale, FL 33309 USA

By fax to: (954) 736-5520

By e-mail to: [rentalprogram@RoyalClubVacations.com](mailto:rentalprogram@RoyalClubVacations.com)  
For inquiries, please logon to [www.royalclubvacations.com](http://www.royalclubvacations.com)  
Or contact us at: [rentalinquiries@RoyalClubVacations.com](mailto:rentalinquiries@RoyalClubVacations.com)



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**Rental Program Rules and Procedures**

Royal Club Vacations (RCV), operated by Caribbean Islands Travel LLC, operates a Rental Program for the benefit of the members/owners of timeshare units.

RCV will attempt to rent all units placed into this Rental Program. The following rules and procedures apply:

1. Only members/owners of the Resorts who have not previously obligated the use of their unit can enroll in this Rental Program. If unit has been exchanged or deposited with any exchange company (such as Interval International or Resort Condominiums International) or with any other exchange program approved for use with the resort or any other rental program, it cannot participate in this Rental Program.
2. Complete and submit the Rental Request Form online at [www.royalclubvacations.com](http://www.royalclubvacations.com) or complete it manually and send it by fax, mail or e-mail to RVC up to 12 months prior to your interval/week. RVC will confirm receipt of this form by fax, e-mail or mail. You may enroll your unit for multiple years by completing one form.
3. You can deposit a portion of the unit (suite, room/lock-off/Jr. Suite, or studio) or the entire villa/unit. For the entire villa/unit, RCV will try to rent it as a whole, in order to obtain the maximum benefit for you; however, only a portion of the villa/unit may get rented. Rentals will be processed on a first deposited, first rented basis.
4. Units will be rented on a per night basis. You may enter your unit in the Rental Program from 1 to 7 nights. RCV's goal is to rent all nights of your deposited unit; however RCV reserves the right to rent your deposited unit for less than the number of nights deposited.
5. If your unit is rented and cancelled within 30 days prior to the interval/week, your unit will be returned to the Rental Program and assigned priority rental status based upon the date originally received. If the unit is rented again, you will receive the rental proceeds associated with the second rental. However, if it is not rented after the cancellation, there will be no proceeds to distribute. To receive proceeds, the unit must remain in the rental program and be rented.
6. If you decide to withdraw the entire unit or any portion of it from the Rental Program, it is necessary that you first verify the rental status online or by calling RCV. You must submit your request in writing by fax, mail or e-mail, or you may do it online at [www.royalclubvacations.com](http://www.royalclubvacations.com). If the unit is rented and RCV is not able to relocate the renters, you will be notified in writing and also by phone that the unit will have to remain in the rental program.
7. RCV will not call or mail rental status updates. It is deemed the responsibility of the owner to contact RCV in order to receive rental status updates. You may check the status online at [www.royalclubvacations.com](http://www.royalclubvacations.com), by telephone or e-mail.
8. For all ***Simpson Bay Resort & Marina*** and all ***The Villas at Simpson Bay Resort & Marina*** units, the payment of the Rental Distribution Proceeds will equal 65% of the Net Rental Rate. Net Rental Rate is the total rental rate charged minus 5% taxes.
9. Rental proceeds checks are mailed approximately 14 days after the end of the interval. You must be in good standing with all financial obligations related to your unit at the time of distribution. Members have 90 days after the end of the rented unit, to become current with pending obligations. Otherwise, if not current by the 91<sup>st</sup> day, proceeds will be forfeited.

**\*Rules and regulations are subject to change without notice.**

(rev 2011-03 RR)