

Ref Hilton use:

**OWNERS' RESORT EXCHANGE APPLICATION FORM**

RESORT	LODGE NUMBER	WEEK NUMBER	YEAR

I/We wish to register the above Lodge and Week on the Owners' Resort Exchange Scheme, handled by Hilton Grand Vacations. I/We have read and understand the Terms and Conditions of the scheme.

I/We understand we will check the listings on the website and if a suitable exchange option is found I/we will contact the Hilton Grand Vacations Lodge Office on 013397 55558. The Lodge Office will then contact the appropriate owner to suggest the exchange.

If the exchange is successful both parties in the exchange will pay Hilton Grand Vacations an Administration Charge of £65.00

Name:		Tel No: (H)	
Address:		Tel No: (W)	
		Tel No: (M)	
Postal Code:		Email Address:	
Authorisation Signature:		Date:	

<u>1<sup>st</sup> Choice</u>	<u>2<sup>nd</sup> Choice</u>
Resort Requested:	Resort Requested
Lodge Size Requested:	Lodge Size Requested:
Arrival Date:	Arrival Date:

**IMPORTANT NOTICE**

**In order to put your lodge on our exchange list, we require that your Maintenance Fee for the current year is up to date. To arrange payment, please contact the HIGVC Finance Department on 013397 53471 or alternatively, return this form along with a cheque for the total amount made payable to 'Craigendarroch Owners' Club', 'Coylumbridge Highland Lodges Club', or 'Dunkeld House Lodges Club', depending on the property you own at.**

**MAINTENANCE FEE PAID: Yes**  **No**

Ref Finance Use:

**I enclose a cheque for the sum of £ \_\_\_\_\_**

*On receipt of this form duly signed we will place your lodge on our Exchange List.  
Please fax or post the completed form to:*

**Hilton Grand Vacations  
Lodge Office  
Braemar Road, Ballater AB35 5XA  
Phone No: 013397 55558  
Fax No: 013397 56077  
Email: [higvc@hilton.com](mailto:higvc@hilton.com)**



## **OWNERS' EXCHANGE PROGRAM**

### **TERMS AND CONDITIONS**

1. All Maintenance Fees **must** be in good standing, prior to an Owners' Lodge being accepted on our Exchange Program.
2. The lodge must be free from any other Exchange or Rental program.
3. The Owner should check availability for Exchange on Hilton Grand Vacations website at [www.higvc.co.uk](http://www.higvc.co.uk). If a suitable week is found, then the Owner should contact Hilton Grand Vacations Reservation Office on 013397 55558 giving details of the desired week. The Reservation Office will note the request and contact the other Owner. When the Agreement to Exchange is made by both parties the Reservation Office will send a confirmation letter to each Owner requesting the payment of the Exchange Fee of £65.00. Only on receipt of this payment is the Exchange final.
5. If the Owner is **unable** to occupy the Exchanged Lodge, the reservation is forfeited; it cannot be placed on any Exchange or Rental program.
6. Hilton Grand Vacations will **NOT** contact an Owner unless there is an Exchange pending.
7. Hilton Grand Vacations will assume the Owner will occupy their own lodge if no suitable Exchange is made.
8. The Owner may contact Hilton Grand Vacations at any time prior to a successful exchange to remove the lodge from the Exchange List.

**Hilton Grand Vacations  
Reservation Office  
Tel: 013397 55558  
Fax: 013397 56077  
Email: [higvc@hilton.com](mailto:higvc@hilton.com)**