



Hilton Grand Vacations

OWNERS' LODGE RENTAL AUTHORISATION FORM

RESORT	LODGE NUMBER	WEEK NUMBER	YEAR

I/We hereby authorise Hilton Grand Vacations to rent out on my behalf the above lodge at the best possible tariff and agree to pay 20% commission + VAT on the final achieved rental.

The best possible tariff may be below the standard rental tariff advertised in order to secure a rental for the above lodge.

Due to demand we effectively promote part week rentals - three and four night breaks. Please indicate if you will accept a part week rental. We would encourage you to give us authorisation to accept part week rentals. This often ensures at least some income for you, and regularly we rent both parts of the week, which gives a very good return.

I/We am are prepared to accept part week rental **Yes** **No**

When both parts of the week are rented this involves an extra lodge clean, for which we only charge a nominal fee of £59.00 including VAT, which is taken from the income at the same time as our commission.

I/We agree to the Terms and Conditions of the Hilton Grand Vacations Owners' Rental Program.

Hilton Grand Vacations are unable to rent out lodges that have been placed into an exchange program. Please ensure that your lodge is not in an exchange program before completing this form.

All rental payments are paid by BACS. Please provide the details below of which bank account payment is to be sent to. If your account is not a UK based account, please provide the relevant details for international wire transfer.

Name:		Tel No: (H)	
Address:		Tel No: (W)	
		Tel No: (M)	
Postal Code:		Email Address:	
Sort Code:		Account Number:	
Swift Code (non UK):		Iban Number (non UK):	
Bank Name:		Account Holder:	
Authorisation Signature:		Date:	

IMPORTANT NOTICE

In order to put your lodge on our rental 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 Rental 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: hlgvc@hilton.com**

Office Use

Lead No:
Contract No:
Reservation No:
Arrival Date:
Size:
Cancellation:



OWNERS' LODGE RENTAL PROGRAM

TERMS AND CONDITIONS

1. All Maintenance Fees **must** be in good standing, prior to an Owners' Lodge being accepted on our rental program.
2. If the owner is attempting to rent the lodge privately in addition to through Hilton Grand Vacations, then the Hilton Grand Vacations reservation will take priority over the private arrangement. An owner can check at any time to find out if the lodge has been rented, by telephoning the Reservation Office on 013397 55558.
3. Owners wishing to cancel the rental agreement **must firstly** contact Hilton Grand Vacations to ensure that no reservation has been made for their lodge. If Hilton Grand Vacations have taken a reservation, we will attempt to move the inbound booking but we **cannot guarantee** that this will be possible.
4. Approximately 35 days prior to the arrival date, the Reservation Office will write to the Owner advising of the situation at that date. The Reservation Office will **not** contact the Owner prior to this time, unless additional information is required regarding the Rental Authorisation. We ask the Owner to consider their options and advise the Reservation Office of any change in the authorisation to rent. If at this time the Owner opts to place the lodge with an exchange company they **must advise** the Reservation Office to ensure the lodge is taken off the rental list. Likewise if the Owner intends to occupy the lodge the Reservation Office **must be advised** in order to reinstate the Owners' Reservation.
5. If for any reason an owner does not receive this communication from the Reservation Office approximately 35 days prior to the arrival date, it would be advisable to check the reason why.
6. Any money forfeited by the renter under the terms of our cancellation policy will be subject to commission and the prevailing VAT rate at that time.
7. Owners will receive a BACS payment directly into their bank account for the net amount approximately 28 business days after the departure date of the reservation. *Any outstanding maintenance fees or leisure fees will be deducted along with our 20% commission and VAT and any relevant mid week cleaning fees.*
8. If your account is not a UK based account, please provide the relevant details for international wire transfer.

Hilton Grand Vacations
Reservation Office
Tel: 013397 55558
Fax: 013397 56077
Email: higvc@hilton.com