

CHANGE OF RESERVATION FORM

The Cliff Club at Snowbird
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Snowbird, UT 84092-9000
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www.thecliffclub.net



DATE: _____

CONTRACT # : _____ SEASON: _____

DEEDED OWNER NAME: _____

UNIT TYPE (circle one): PINNACLE CREST



Add your email at
www.thecliffclub.net

Reservation Comments: _____

Address Changed?	Please update your address/phone information if you have moved recently.	I would like to receive correspondence via email for the following options:
Address: _____	_____	<input type="checkbox"/> Owner eNews & Specials
_____	_____	<input type="checkbox"/> Snowbird Resort News
Home Phone: _____	_____	<input type="checkbox"/> Confirmation Letters
Work Phone: _____	_____	<input type="checkbox"/> Reservation Forms
Email: _____	_____	

A \$25 CHANGE OF RESERVATION FEE applies to ALL changes. Changes WILL NOT be completed until payment is made.

Week #: _____

Week #: _____

Current Arrival Date: _____

Arrival Date Change To: _____

If exchanging with another owner please give their name: _____

Note: Changes to Arrival and Departure Dates are based on availability. No changes to dates can be made if closer than 60 days prior to date of arrival. Also, no changes can be made if any portion of the unit has been deposited for exchange or placed in the Rental Program. **Forms must be received from both owners to complete an owner exchange.**

Occupancy Section: Choose this section only if you desire to use or are allowing another party to use your unit at Snowbird

- ____ Occupy 2-bedroom condo (Entire Unit)
- ____ Occupy 1-bedroom condo (2/3 of full unit; \$50 lock-out fee applies)
- ____ Occupy 2 studios, bedroom units only. (\$100 lock-out fee applies)
- ____ Occupy studio unit. (lock-out fees apply) Choose ONE: _____ sleep 4(bdrm) _____ sleep 2(kitchen)

If you would like to allow a guest or another 3rd party to have access to your usage for this year, please submit a Private Rental & Owner Guest Release Statement available online at www.thecliffclub.net.

Deposit Section: Choose this section only if you desire to spacebank with an exchange company.

Please indicate one: _____ Interval Intl. _____ RCI

Exchange Company Acct # _____

- ____ Deposit 2-bedroom condo (Entire Unit)
- ____ Deposit 1-bedroom condo and studio (\$50 lock-out fee applies)
- ____ Deposit 1-bedroom condo (2/3 of full unit; \$50 lock-out fee applies)
- ____ Deposit 3 Studio units (\$100 lock-out fee applies) **
- ____ Deposit 2 Studio units (\$100 lock-out fee applies) ** Choose TWO: _____ Sleeps 4(bdrm) _____ Sleeps 2(kitchen) _____ Sleeps 4(bdrm)
- ____ Deposit Studio unit (lock-out fees apply) Choose ONE: _____ Sleeps 4(bdrm) _____ Sleeps 2(kitchen)

*NOTE: Prepayment of any maintenance fees and/or lock out fees must be received before the deposit can be completed. If the unit has already been deposited for exchange or placed in the Rental Program it cannot be withdrawn for occupancy. Deposits with an exchange company cannot be made later than 14 days prior to intended date of occupancy. **NOT AVAILABLE FOR INTERVAL INTL. DEPOSIT*

Rental Section: Choose this section only if you desire Snowbird to rent your unit.

Note: See the Rental Program policies located on the reverse side

- ____ Rent 2-bedroom condo through Snowbird Rental Program. (Entire Unit)
- ____ Rent 1-bedroom condo through Snowbird Rental Program. (\$50 lock-out fee applies)
- ____ Rent 2 studios, bedroom units only, through Snowbird Rental Program. (\$100 lock-out fee applies)
- ____ Rent 1 studio unit through Snowbird Rental Program. (lock-out fees apply) Choose ONE: _____ Sleeps 4(bdrm) _____ Sleeps 2(kitchen)

____ Split Week (Based upon availability; must occupy entire 2-bedroom condo) Split week time cannot be deposited with RCI or in Rental Program. The Split week fee is \$100 and is non-refundable. Please provide 2 options for both Friday and Monday arrivals.

3-night stay (must arrive on a Friday)	4-night stay (must arrive on a Monday)
Option 1: Friday arrival date: _____	Monday arrival date: _____
Option 2: Friday arrival date: _____	Monday arrival date: _____

Date: ____/____/____

Signature of Deeded Owner: _____

OFFICE USE ONLY: Fees Current: Y / N Pre-bill: _____ Deposited: _____ Date Stamp: _____

Database: _____ Host: _____ ResPage: _____ VOI: _____

GENERAL RESERVATION POLICIES

General Policies

1. Fiscal year begins June 1st and ends the following May 31st.
2. The first week of the fiscal year is week 24.
3. Each occupancy week begins on Friday or Saturday and ends the following Friday or Saturday.
4. Requests can be made no later than the Reservation End Date (60 days prior to arrival).
5. All reservations must be made in writing.
6. Owners shall be solely responsible to make sure that written communications are received.
7. All reservation requests must go through The Cliff Club Owner Services Department.
8. If faxed, requests may not be received earlier than the Reservation Commencement Date.
9. If mailed, requests may not be postmarked earlier than the Reservation Commencement Date.
10. It is the owner's responsibility to ensure receipt of request form within 21 days from the fax or postmark date.
11. Each, Silver and Platinum, Vacation Ownership is assigned to a Reservation Priority Group (A, B, C or D). This letter indicated the reservation processing order. All rotation rights expire 22 days after the Reservation Commencement Date. Following the expiration date any owner may reserve any week until the Reservation End Date on a first come first serve basis based on availability.
12. Your RPG letter does not change, just the order in which the groups are processed changes. For example, if your ownership is in group B you will always be in group B but will be processed in order according to the rotation (2013-14 rotation is ABCD, 2014-15 rotation is BCDA, etc).
13. All forms received within the 21-day window will be divided in their respective groups on the 22nd day from the Reservation Commencement Date. All of the forms from the first priority group will be processed before any forms from any of the other groups.
14. All changes to existing reservations must be made on the Change of Reservation Form.
15. All contract payments for the purchase of a Vacation Ownership must be current before a future reservation can be made.
16. All contract payments for the purchase of a Vacation Ownership must be current before occupancy or deposit of a unit with an exchange company or rental program.
17. All maintenance fees, lock out fees (\$50 per lock out), & split-week fees must be current before a future reservation can be made.
18. All maintenance fees, lock out fees, & split-week fees must be paid in full before occupancy or deposit of a unit with an exchange company or rental program.
19. All split week fees (\$100) must be paid in full before occupancy of a unit.
20. Personal check, cashier's check, money order, cash or credit card may be used to pay maintenance fees, lock out fees and split week fees.

Occupancy Policies

1. If occupying a week we suggest six-week choices be provided on the Reservation Request Form.
2. The preference start day of the week must be indicated on the Reservation Request Form.
3. Owner Services Department goal is to have all confirmations mailed within 40 days from the Reservation Commencement Date.
4. If the intended date of occupancy is not available upon receipt of the Reservation Request Form or the Change of Reservation Form the owner will be notified by mail.
5. Assignment of unit and floor will be done with a drawing at a time period to be determined by the Owner Services Department prior to arrival.
6. No owner shall occupy a unit unless confirmation of an occupancy period has been received.
7. If an owner is delinquent in payment of regular or special assessments, or any other charges, the Board or Manager will suspend the owner's right to occupy a unit until the charges are paid in full.
8. The occupant of the unit will pay all incidental charges.

Exchange Policies

1. If depositing a week with an exchange company no week choice is necessary on the Reservation Request Form. Only a small percentage of units will be available in a high-demand time period. All exchange units will be allocated throughout the season.
2. Once the unit has been deposited with an exchange company, it cannot be removed.
3. All RCI deposits must be made no later than 14 days prior to the intended date of occupancy.
4. The earlier the unit is deposited the higher the trading power. Prepayment of any maintenance fees and/or lock out fees must be received before the deposit can be completed.
5. If you opt not to pay by credit card, a billing statement will be mailed to you after our receipt of the reservation request form and the deposit(s) will be made to RCI to a holding account in the Cliff Club's name until payment is received.
6. Units may be deposited two years in advance as long as full maintenance and/or lock out fees are paid for the fiscal year in which the unit is being deposited and all three modules of the unit must be deposited. The Owner Services Department will assign a week to be deposited for any future year more than one year in advance.
7. All fees due to RCI are to be paid directly to RCI.
8. All rules, regulations or policies of the Exchange Company apply when depositing a unit with that company.

Rental Policies

1. If depositing a week into Snowbird's Rental Program we suggest six-week choices be provided on the Reservation Request Form.
2. The seasons for participation in the Rental Program are: week 51, week 52, Platinum, Fall Silver, Gold and Spring Silver.
3. Any unit deposited with Snowbird for rental, will be forwarded and processed through Snowbird's Rental Program.
4. All rental requests must be made in writing on the Reservation Request Form or the Change of Reservation Form.
5. If participating in the Rental Program it is to the benefit of the owner to notify The Cliff Club Owner Services Department as soon as possible.
6. Each module (room) deposited is assigned a point value based on how far in advance the module (room) is deposited. Share in the revenue will be calculated individually per owner based on this point value for the entire season.
7. All Suites or modules thereof released to Snowbird Resort LLC 120 days prior to first week of the season will have a value of 10 points. All Suites or modules thereof released to Snowbird Resort LLC 119 days to 90 days prior to the first week of the season will have a value of 9 points. All Suites or modules thereof released to Snowbird Resort LLC 89 to 60 days prior to the first week of the season will have a value of 8 points for the specific confirmed week. All Suites or modules thereof released to Snowbird Resort LLC 59 days prior and up to the first week of the season will have a value of 7 points. All Suites or modules thereof released to Snowbird Resort LLC after the first day of the season but no later than 60 days prior to the intended date of occupancy will have a value of 6 points for the specific confirmed week. All Suites or modules must be released to Snowbird Resort LLC no later than 60 days prior to the intended date of occupancy (NO EXCEPTIONS).
8. Once the unit has been submitted into the Rental Program it cannot be removed.
9. Rental Program revenue checks will be distributed 2 to 4 weeks after the last date of occupancy.



Please visit the secure online *Payment Center* at www.thecliffclub.net to pay any reservation change, lock-out, split week, and operational assessment fees that apply to this reservation.