

# LAKEWOOD *Resorts*

## “Right To Use” Request Form

All policies in effect apply to Right-To-Use (RTU) weeks. RTU requests can only be made by owners, who have paid the fees for the year they are requesting. All others must be sponsored by a current owner with current fees paid.

I certify that I am the owner of **Unit**\_\_\_\_ **Week**\_\_\_\_. (And all fees and assessments are paid in full.)

I am requesting the use of **Unit**\_\_\_\_ **Week**\_\_\_\_ for **Full Week**\_\_\_\_ or **Weekend**\_\_\_\_

To be occupied by: **Myself**\_\_\_\_ or **My guest**\_\_\_\_

Please be sure to verify the week you are reserving on both your own and interval international resorts calendar. See Cancellation policy below.

All arrangements for RTU are between owners and associations. The owner must submit a separate check with form for RTU Fee \$\_\_\_\_.00 and Security Guarantee of \$200.00 must be on file or paid at the time of occupancy.

If you are using a work weekend Certificate, please send it with this form and the RTU fee printed on the certificate. As owner, I wish to sponsor my guest \_\_\_\_\_ and I agree to be responsible for any damage caused by my guest.

OCCUPANT FIRST & LAST NAME(S)		
OCCUPANT ADDRESS (STREET NAME, CITY, STATE, ZIP CODE)		
OCCUPANT CELL PHONE	OCCUPANT HOME PHONE	OCCUPANT EMAIL ADDRESS
OWNER NAME(S)		TODAY’S DATE
OWNER CELL PHONE	OWNER HOME PHONE	OWNER EMAIL ADDRESS
SIGNATURE OF CURRENT OWNER		

**Management will contact the owner if the unit-week that is requested is not available.**

**Please email this form to either: [becky@tripcodcl.com](mailto:becky@tripcodcl.com) or [barry@tripcodcl.com](mailto:barry@tripcodcl.com)**

**Or mail to: Lakewood Resorts, P.O. Box 660 McHenry 21541**

### **Change/Cancellation policy:**

Cancellation/Rebooking fee- \$15.00

Cancellation less than 30 days before occupancy -50% refund

Change cancellation for extenuating circumstances – Owner may rebook another available RTU within 12 months.

Extreme Circumstances -Manager’s discretion applies.