

# LAKEWOOD *Resorts*

## Right To Use Request

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 \_\_\_\_\_. All fees and assessments are paid in full.

I am requesting the use of RTU Week \_\_\_\_ Unit \_\_\_\_ for a full week or weekend only, to be occupied by myself or by my guest.

**Please be sure to verify the week you are reserving on both your own and the Interval International resorts calendar. See cancellation policy below.**

As all arrangements for RTU weeks are between owners and the association. The owner must submit separate checks with this form for the RTU Fee \$ \_\_\_\_\_ .00 and the Security Guarantee of \$200.00 must be on file or paid at 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 an owner, I wish to sponsor my guest \_\_\_\_\_ and I agree to be responsible for any damages caused by my guest.

OCCUPANT NAME(S) (FIRST & LAST NAMES)		
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 mail this form to: Lakewood Resorts, P.O. Box 660, McHenry MD 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.**

