



## 2016 WESTWIND II NOTIFICATION OF ARRIVAL

Dear Westwind II Owner - Please complete and return this form to:

Westwind II Association Ltd. / ES Financial Inc  
3200 Broadmoor Ave., SE, Grand Rapids, MI 49512  
Phone 616-942-5555 Fax 616-942-0974 or email to  
[sales-rentals@esfinancial.com](mailto:sales-rentals@esfinancial.com)

**\*You may include this with your maintenance invoice payment**

### OWNER INFORMATION

Name: \_\_\_\_\_ Villa: \_\_\_\_\_ Week: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

All maintenance fees are due on December 15th, 2015

No owner, guest or exchange trade will be allowed to check in unless all maintenance fees have been paid in full, prior to arriving at Westwind II.

Please remember that RCI and II will cancel the spacebank deposit of any owner who has not paid all maintenance fees. RCI reserves the right to cancel the exchange plans that have been made with the owner.

### USE/OCCUPANCY INFORMATION

\_\_\_\_ I will use my villa this year. I will arrive on \_\_\_\_\_, 2016 and depart on \_\_\_\_\_, 2016. I understand that check in time is 4:00pm & check out time is 11:00am.

\_\_\_\_ I wish to authorize a guest to stay in my villa this year (see other side)

\_\_\_\_ I have exchanged my villa through RCI \_\_\_\_ II \_\_\_\_

\_\_\_\_ I wish to rent my villa (see other side)

Additional Information: For information regarding renting additional villas or weeks for friends or family or to extend your own vacation, please call ES Financial/Westwind II at 616-942-5555 or email [sales-rentals@esfinancial.com](mailto:sales-rentals@esfinancial.com)

**RESERVATION FORM - FOR GUESTS ONLY**

Villa: \_\_\_\_\_ Week: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize the following guest(s) to occupy my villa this year.

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of guests in party: \_\_\_\_\_ (maximum limit of 6)

*I understand that by authorizing any "non-owner" occupancy, I accept full liability for that occupancy including;*

- 1. payment of maintenance fees*
- 2. communicating standard care of the villa to the guest(s)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RENTAL AGREEMENT**

\_\_\_\_\_ I wish to rent my villa(s) \_\_\_\_\_ Week(s) \_\_\_\_\_

\_\_\_\_\_ Please check here to authorize the Association to rent your villa on a per day basis in the event the villa cannot be rented for a full week. \*Please note that our first priority is to rent your villas on a weekly basis.

"The Association makes no warranties or representations regarding its ability to rent the above villa. Although the Association will use its best efforts to rent the above villa, in the event a villa is rented, the Association is not liable to the undersigned for any damages incurred as a result of its inability to do so".

I understand and agree that Westwind II Association will receive 20% of the collected rental amount as a service fee.