



Transfer of an Interval Use Time Reservation

Your Name: _____

Your Owner Number: _____

Reservation Number: _____

Dates of Reservations: _____

Please transfer the guest name for this interval to:

Guest Name: _____

Address: _____

Phone number: _____

Number of Guests (including infants & children): _____

I acknowledge that I have informed my guests about the Rules and Regulations of Laguna Surf, including:

Check-In Time is 4:30 pm and Check-Out time is 10:00 am with a late fee of \$100. Identification and a major credit card must be presented upon check-in. Maximum overnight occupancy of four persons, including children and infants, is strictly enforced. No pets are allowed. Quiet Time is observed from 10 pm to 8 am. Guests are responsible for any loss or damage (other than normal wear and tear) caused to the unit and its furnishings. An inventory listing the furnishings/supplies will be in the unit upon check-in. Guests need to report any damage and/or discrepancy between the posted inventory and the furnishings and items in the unit within 24 hours. An additional parking space (subject to availability) is \$15.00 per night.

I accept that as the Owner(s) I/we are responsible for damages caused by guests if the guest's credit card, submitted at check-in, is unable to cover damage expenses.

A fee of \$25.00 for transfer of use time will be billed to my owner account for each transfer.

Signature

Date