

CLUB SEVILLA
INTERNAL EXCHANGE (IEX) POLICY ACKNOWLEDGEMENT

- This form **MUST** be on file with CS prior to making an exchange request. No IEX requests will be discussed with owners until this form has been signed and received by CS. It may be mailed, faxed, or emailed.
- Once the form is received, the owner will be contacted by CS staff to discuss desired IEX week.
- Owners may exchange the entire 2-BR unit or the 1-BR villa and lock-off unit separately. *****Lock-offs will no longer be eligible for upgrades.**
- IEX requests must be submitted and finalized at least 14 days in advance to the start of your unit-week, and no sooner than a year in advance. You will not be eligible for IEX if your request is submitted after the 14-day advance period.
- Maintenance fees must be up to date for the unit week being exchanged. For IEX of units in the next calendar year, pre-payment of fees is required, e.g., if a 2022 week is being exchanged, the estimated maintenance fees (the 2021 rate) for the 2022 week is required.
- Requests and preferences such as; phase, floor, unit and/or building are subjected to availability and should not be indicated on this form. Requests are not guaranteed and may only be discussed after this form has been submitted.
- There will be a flat \$79.00 exchange fee for each unit-week exchanged. **This fee is not due until CS has confirmed that a unit for the desired week is available. DO NOT SEND PAYMENT WITH FORM** (checks will be not be accepted and will be returned if received).

ACKNOWLEDGEMENTS (please initial each statement)

1. _____ I hereby acknowledge that submission of this form does NOT constitute a final transaction, or the acceptance of my unit-week for deposit into the CS IEX program.
2. _____ I hereby acknowledge that an IEX will be confirmed in writing by CS only after I have been contacted by CS to confirm my acceptance of an available unit and I have paid the IEX fee of \$79.00.
3. _____ I hereby acknowledge that if I arrive at CS without having received the written IEX confirmation, I will NOT be accommodated and if I desire to stay at CS, I will be required to rent a unit, if one is available for rent.
4. _____ I hereby acknowledge that, once my IEX has been confirmed, then all rights to my deposited unit-week (occupancy, rental, and exchange) are relinquished to the Association.

Name: (Print): _____ Date: _____

Signature: _____ Usage Year: _____

Unit-Week(s) to be exchanged: _____ Week desired: _____

Phone: _____ E-mail: _____

FOR OFFICE USE ONLY

DATE CONFIRMED: _____ DATE Payment Rec'd: _____

WEEK ASSIGNED: _____ UNIT TYPE EXCHANGED: LOCK OFF 1-BR 2-BR