



Dear Owner,

In an effort for Club Sevilla to better serve you, please provide the Resort with information on how you will be using your timeshare week this year:

- WILL OCCUPY UNIT
- WILL RENT (Complete and return the rental agreement)
- IN HOUSE EXCHANGE (\$79.00 Fee) (Complete and return the IEX agreement)
- EXTERNAL EXCHANGE (RCI, II)

Should you have any questions regarding the above options, please call the resort at 407-396-1800.

Maintenance fees must be paid in full prior to you exchanging your unit-week. For all future reservation requests that will occur in the next calendar year, pre-payment of estimated maintenance fees is required, i.e. if a 2022 week is being exchanged, an estimated maintenance fee payment (the 2021 rate) for the 2022 week is required.

Please return this form to the resort via email to either Reservations@clubsevilla.com or frontdesk@clubsevilla.com. If you are unable to email Club Sevilla this form, you can send this form to the above address, or fax it to us at (407) 396-7191

Please be aware if you still have outstanding maintenance fees due for the current year, you will not be allowed to use your unit until your account is paid in full.

To ensure our records are accurate, please provide us with the following information:

Name: _____

Unit & Week Number: _____ Usage year: _____

Email: _____

Phone: _____

Thank you,

Reservations