

ARRIVAL AND OCCUPANCY NOTICE

Please be advised that my villa # _____ will be occupied from _____ (arrival) to _____ (departure).

The occupant will be _____
Address and phone is _____
Number in party _____

INITIAL ONE: _____ Owner – Spouse (OW)
_____ Owners Family (OF), specifically
_____ Relationship
_____ Owners Guest (OG) Circle one (ST) (LT) ...
_____ Agent Rental (AR) ... Circle one (ST) (LT)
_____ Owner Rental (OR) ... Circle one (ST) (LT)

I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. The occupant is aware of the Reef Rules & Regulations, and agrees to abide by them. I ___ have ___ need a copy for the villa.
2. Owner’s Family (OF) category consists of only owner’s parents, brothers and sister, owner’s children and grandchildren. No administrative fee will be affixed, regardless of the length of their stay.
3. When a Reef villa is occupied by other than Owner (OW) or Owners Family (OF) or Owner Guest (OG) a one time administrative fee of \$300.00 will be assessed to the villa owner on the monthly statement yearly.
4. Should the circumstances of occupancy change or prove to be other than I understand them to be and have stated here, I will expect the Reef Office to make the appropriate charge to my villa account automatically.

Date: _____ Owner: _____

NOTICE: Reef policy is to turn off water & electric to all unoccupied villas unless there is written notice from owner to do otherwise.