

**WEST OAKS**  
*EXCHANGE REQUEST*

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_

I AM GIVING UP THE FOLLOWING:

\*UNIT \_\_\_\_\_ WEEK \_\_\_\_\_ YEAR \_\_\_\_\_

\*THIS MUST BE COMPLETED BEFORE EXCHANGE REQUEST WILL BE ACCEPTED.

REQUIREMENTS & CONDITIONS: All Maintenance Fee Assessments must be current to be eligible for trading within the West Oaks system.

1. Once this Exchange Request is submitted, WEST OAKS HAS ALL RIGHTS TO THE USE OF THAT UNIT/WEEK.
2. Trades are arranged on a space available basis. This is a service that West Oaks provides for its owners when possible. West Oaks cannot guarantee fulfillment of a specific request.
3. Trade fees are assessed on a per week basis and must accompany each trade request. Exchange fee will be returned if West Oaks cannot complete the requested trade or if the request is cancelled by the owner prior to confirmation. ALL CONFIRMED TRADES ARE FINAL. FEES ARE NON-REFUNDABLE.

Internal Exchange Fee: **\$50.00**

\*Exchange Request for May through September will only be accepted in writing.

4. All trades will be confirmed in writing by West Oaks.
5. Trading owners are responsible for the payment of any expenses incurred as well as damages caused by them or their guests while staying in their trade unit and for the replacement of any missing items.
6. All trade agreements are exclusive. You, the owner, will be charged the cost to reaccomodate any guest denied use of your traded unit.
7. EXCHANGE REQUESTS FOR MAY THROUGH SEPTEMBER MUST BE IN WRITING AND MAILED TO THE OFFICE AFTER JANUARY 1ST OF THE YEAR YOU ARE REQUESTING.

I am requesting the following dates at West Oaks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Enclosed \_\_\_\_\_ (REQUESTS WILL NOT BE ACCEPTED WITHOUT PAYMENT)

I hereby grant West Oaks the exclusive right to trade my condominium for the stated time.  
I have read the requirements/conditions and agree to comply with the terms.

\_\_\_\_\_  
Signature Date