



Massanutten Condo Rentals

3980 Massanutten Drive, Massanutten, VA 22840

Phone: 540/289-9466 Fax: 540/289-9406 Email: rentals@massrentals.net

Website: www.massanuttencondorentals.com

Rental Property Owner:

Thank you for your inquiry into Massanutten Condo Rentals. Our rental program is growing and we hope you take part in that growth by listing your property with us.

Read carefully the enclosed Rental Program Trust Agreement, which is required in order for you to place your unit in our rental program. Please be advised that in order to make the agreement valid, you, as Owner, **must initial Part I, #1 and Part III, # 17(b), sign the back and include your social security number.** There is a **non-refundable \$25 (check, Visa, MasterCard, Discover or money order only-NO CASH)** listing fee required for each unit and week that is placed in our program. Please return the agreement to our office at your earliest convenience so all information can be verified and your unit can be placed in our program in a timely manner. Once listed into our rental program, you will receive confirmation via email OR mail. If you do not receive confirmation within a week from time sent, please contact our office immediately to follow-up on whether or not your rental information was received. Also note that the premises cannot be enrolled in our program if it is listed with other exchange or rental agencies.

We have also enclosed the Rate Schedule of charges to Timeshare Owners. Retain this for future reference.

Due to the large number of rental units we have listed, **we do not notify owners of their rental status.** If you would like to know the status of your unit, feel free to contact our office. If your unit does not have a renter, you have **2 options** so that you do not lose your week(s). **1) If you are a member of RCI Points** you can remove your unit from the rental program and get your points back for the year (providing you purchased Points Protection Insurance). **If you are a member of RCI week(s)** you can bank your unit as late as 15 days prior to your unit(s) start date....***please contact your Owners Association for more information on RCI banking requirements.*** OR 2) with a 24 hour notice, you may withdrawal your unit from our Rental Program for your own usage. Please note our office hours are Monday-Saturday 9-5. YOU MUST CONTACT OUR OFFICE, WITHDRAW YOUR UNIT AND GET A WITHDRAWAL CODE FROM A RESERVATIONIST TO TAKE ADVANTAGE OF THE ABOVE OPTIONS (OUR OFFICE DOES NOT DO THE RCI BANKING OF YOUR UNIT).

* Please retain this letter for your records *

Please note our renter cancellation policy: Renters may cancel or alter their reservation up to 21 days in advance of their scheduled arrival date with no charge; cancellations made between 14 and 21 days of their scheduled arrival date will be charged a cancellation fee equal to 50% of the total rental fee; no shows and cancellations made less than 14 days in advance of renter's scheduled arrival date will be 100% responsible for the total rental fee. **If a renter was placed in your unit we will process and mail your check approximately 30 to 45 business days after your week end date.**

We look forward to working with you and adding your unit to our rental program. Any suggestions you may have to improve our service are welcomed.

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Check List

These items **MUST** be completed in order to process and list your unit.

- ❑ Completed all lines on front of agreement
- ❑ Initialed Part I, #1
- ❑ Initialed Part III, # 17 (b)
- ❑ Signed back of agreement
- ❑ Legibly printed social security number
- ❑ Placed your week and unit number on the agreement
- ❑ Included \$25 non-refundable listing fee (via MasterCard, Visa, Discover or check)
- ❑ Massanutten account number if known