



**P.O. Box 411**  
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**Waterville Valley, NH 03215**  
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**Website: [innsofwatervillevalley.com](http://innsofwatervillevalley.com)**

**INFORMATION FORM aka Six Week Letter**

Your week is approaching to make vacation memories at the Inns of Waterville Valley! Please take a minute to provide us with the following information. You may return the form via mail or e-mail. Do not assume that we know if you are using your unit.

*Upon arrival please read your unit book which provides updated information regarding the Inns.*

*Please complete the following:*

**YOUR NAME (name on deed)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**UNIT NUMBER:** \_\_\_\_\_

**OCCUPANCY:** \_\_\_\_\_

**WEEK (INTERVAL) NUMBER:** \_\_\_\_\_ **WEEK (INTERVAL) DATES:** \_\_\_\_\_

**ARRIVAL DATE** \_\_\_\_\_ **DEPARTURE DATE** \_\_\_\_\_

**# OF ADULTS** \_\_\_\_\_ **# OF CHILDREN** \_\_\_\_\_

**Will you need a portable crib YES or NO**

**MY UNIT WILL REMAIN VACANT FULL WEEK PARTIAL WKEND WEEDAYS**

**I HAVE DEPOSITED UNIT WITH: INTERVAL INETRATIONAL RCI OTHER**

**MY FAMILY\* AND/OR FRIENDS\* WILL BE USING MY UNIT. THEIR NAME IS \_\_\_\_\_ AND PHONE NUMBER IS \_\_\_\_\_**

*\***Family unit sharing.** Interfamily time sharing of your weekly unit is not considered a private rental. There will be no cleaning service provided for families subdividing the usage of the week.*

***Rentals.** If you would like IOWVA to attempt to rent unit please use the Rental Agreement (on your website: [innsofwatervillevalley.com/ownership/owner\\_services](http://innsofwatervillevalley.com/ownership/owner_services)).*

**Check-in is 4:00 p.m. - 6 p.m. on Friday\***

**Check-out is prior to 10:00 a.m. the following Friday**

**WE CAN NOT ACCOMMODATE EARLY CHECK-IN or LATE CHECK-OUT**

***\*After hours instructions are posted at the front desk***