



**P.O. Box 411
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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 or friends time sharing of your weekly unit is not considered a private rental. There will be no cleaning service provided for families/friends subdividing the usage of the week. All family and/or friends must have a credit card on file.*

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

Check-in is after 4 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

****New Pre-registration & COVID-19 14-day Quarantine forms are now required and will be sent to you no earlier than 2 weeks prior to check-in date***