



Resort Villa Management

5129 Riverview Gate Road
Fairmont Hot Springs, BC V0B 1L1
Reservations: 1-877-451-1250 (Toll free) Email: customercare@northwynd.ca
Front Desk: (250) 345-6241 Fax: (250) 345-6166 Email: fd@sunchaservillas.ca

Authorization for Guest(s) to Access Unit. Please print all requested information.

Date: _____

Registered Owner Information

Owner Name:	Home Resort:
Address:	Lease #:
City/Prov:	Telephone:

Guest Information

Guest Name:	Email:
Address:	
City/Prov:	Telephone:

I (Owner's name) _____ authorize my guests,
(Guest's name) _____ to use unit _____
for week _____, checking in **after 4:00pm** on _____ and checking out
before 10:00am on _____.

I have made my guests aware of the following resort policies:

1. A Visa or MasterCard imprint or \$100.00 cash is required as a security deposit.
2. No pets are allowed on the premises, in villas, or in vehicles parked on Resort property.
3. All Resort villas at Riverside, Hillside and Riverview are designated as non-smoking.
4. Failure to comply with policies number 2 and 3 noted above will result in a minimum cleaning fee of \$300.00 and guests will be asked to leave the Resort.
5. The Registered Owner is responsible for any missing items and any damage to the villa or resort property.
6. Maximum occupancy limits are enforced as follows:
 - o Two Bedroom (A and B side) = 8 people One bedroom (B side) = 4 people
 - o One bedroom (A side) = 4 people Terrace villa = 6 people
7. Resort Villa Management is not responsible for lost, stolen or damaged items.
8. Late check-out (after 10:00am) charges are \$75.00 per hour, or portion thereof.
9. Resort does not offer maid service; villas must be left in clean condition (fridge emptied, garbage removed, dishes cleaned).
10. Please respect your neighbours, quiet hours are after 11:00pm.
11. Guest is responsible for checking in must be over the age of twenty-one (21).
12. Resort will accept only one (1) Guest Authorization Form per reservation.

Sincerely, _____ (Signature of Owner).

Office Use Only:		
Confirmed as Owner []	Entered into TSS []	Filed in Guest Auth. Binder []
Comment: _____		Staff Initials: _____