



**Resort Villa Management**

5129 Riverview Gate Road

Fairmont Hot Springs, BC V0B 1L1

Reservations: 1-877-451-1250 (Toll free) Email: [customercare@northwynd.ca](mailto:customercare@northwynd.ca)

Front Desk: (250) 345-6241 Fax: (250) 345-6166 Email: [fd@sunchaservillas.ca](mailto:fd@sunchaservillas.ca)

**Authorization for Guest to Access Unit. Please print all requested information.**

Date: \_\_\_\_\_

**Registered Owner Information**

Owner Name:	
Address:	
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 5:00pm** 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 is required as a security deposit. ( No Cash Deposits)
2. No pets are allowed on the premises, in villas, or in vehicles parked on Resort property.
3. All Resort villas at Riverside 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
  - o One bedroom (A side) = 4 people One bedroom (B side) = 4 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 neighbor's, quiet hours are after 11:00pm.
11. Guest 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).

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