



**46 Packard's Rd.  
P.O. Box 411  
Waterville Valley, NH 03215  
Tel#: 603-236-8366  
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E-mail:  
frontdesk@innsofwatervillevalley.com**

**INFORMATION FORM aka Six Week Letter**

Your timeshare week is approaching; please take a minute to provide us with the following information so we can update our files. If you would rather e-mail us this information please notify us at frontdesk@innsofwatervillevalley.com

INTERVAL NUMBER: \_\_ INTERVAL DATES: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

OCCUPANCY: \_\_

**PLEASE REMEMBER:**

Check-in is 4:00p.m. - 9p.m. on Friday

Check-out is prior to 10:00 am the following Friday

**!! ARRIVALS AFTER HOURS POLICY !!**

**Office Hours:**

Mon-Thurs: 8:00 AM - 4:00 PM

Friday: 8:00 AM - 9:00 PM

Saturday: 8:30 AM - 12:30 PM

Sunday: 8:30 AM - 12:30 PM

Please note the office hours to the left.

If you are going to arrive when the office is closed you will need to phone the office during business hours to receive instructions obtain the key to your unit

**\*If you are unsure of your arrival time, to be on the safe side, please call the office at 603.236.8366.**

**Do not inconvenience yourself by being locked out -**

**\*We do not leave the "envelopes" out anymore.\***

ARRIVAL DATE \_\_\_\_\_ APPROX. TIME OF ARRIVAL \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

# OF ADULTS \_\_\_\_\_ # OF CHILDREN \_\_\_\_\_ We will need a crib(s) \_\_\_\_\_

MY UNIT WILL REMAIN VACANT: FULL WK: \_\_\_\_\_ PARTIAL: Wknd \_\_\_\_\_ Weekdays \_\_\_\_\_

**\*I HAVE DEPOSITED MY UNIT WITH:** \_\_ INTERVAL INTERNATIONAL / \_\_ RCI / OTHER \_\_

**PLEASE RENT:** (I have filled out the rental form on the back of this page) \_\_\_\_\_

If you will not be using your unit, but friends or relatives will be using it, please write their names in the space below and advise them of our rules and regulations. All fees must be paid prior to your guest using the interval.

**(Maintenance fees can always be paid by making a credit card payment over the phone 603.236.8366.)**

***Please provide us with your current mailing address, phone number(s) and e-mail address as this will assist us with providing important information to you. Thank You!***

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If you have any questions please do not hesitate to contact us.

*Gail Kent*

Manager (603) 236-8366

Dear Inns of Waterville Valley Owners,

Please call if you have any questions on the below information.

**PLEASE COMPLETE AND RETURN THE ENCLOSED FORM. *These are necessary for our 6 weeks calendar plan,***

**INFORMATION FORM:** Please complete this form and send it in as soon as possible. *DO not assume that we know whether or not you are using your unit.* If you know that your unit will be empty during all or part of your vacation week we can try to rent it (see RENTAL AUTHORIZATION)

**RENTAL AUTHORIZATION FORM:** If you would like to rent your unit for the interval week please complete the form and mail it back to us as rental authorization. *We will not rent without written authorization.* Please remember that a rental authorization form does not guarantee a rental. You may try to rent the unit yourself.

You can always exchange your week through Interval International or RCI. Call us for details or assistance.

**GENERAL INFORMATION**

**CHECK IN:** Check in is 4:00 p.m. or after on Friday. **If you are arriving after 9 p.m. please contact the office in advance and arrangements will be made.** *OWNERS WILL NOT BE ABLE TO CHECK IN AFTER HOURS UNLESS ALL MONIES HAVE BEEN PAID.*

**CHECK OUT:** Check out time is the following Friday prior to 10 a.m. If you plan an early check out please inform the front desk. There is a \$25.00 charge for each lost key or owner pass.

**TELEPHONE:**

**EMERGENCY CALLS:** In the event of an emergency, please dial 9 for an outside line and then dial 911. Or, there is an Emergency phone located in the Lower Lobby. It is the red phone. It will dial the 911 operator automatically.

The telephone system enables owners/guest to make and receive incoming calls 24 hours a day.

**INCOMING CALLS:** Calls can reach an owner/guest by dialing the Inns at 603-236-8366 then when prompted dial the owner/guest room number.

**OUTGOING CALLS:** Local calls are free. All long distance calls must be 3<sup>rd</sup> party billed (800, collect, credit card or prepaid calling card) Please bring one of the above with you.

**PETS:** No pets of any kind are allowed on the premises. Local kennels are Karried Kennels in Holderness 603-536-3204 and Ebony Boarding Kennel 603-536-4219. You may contact them directly to make arrangements.

**LAUNDRY:** Laundry facilities are located here in the Inns of Waterville Valley-the Birches. There are 2 coin operated washers & dryers. Contact the office for irons and ironing boards.

**BABY ITEMS:** Pack & play cribs and high chairs are available in limited numbers. Please indicate on your Information form if you will need these items.

**IF YOU ARE HAVING GUESTS USE YOUR UNIT(S) PLEASE INFORM THEM OF ALL OF OURS POLICIES**

**Please see the updated IOWVA Unit Books located in all units for details of Inns information as well as town and surrounding area information.**