



# OWNER REFERRAL RECORD

Owner may book his/her Unit for the rental guest and receive a ten percent (10%) commission on the value of the rental rate charged for the Unit. This commission is applicable whether rental guest stays in owner's unit or another unit. Owner commissions will be paid in the form of a check or direct credit through the Manager's travel agent accounting system.

Owner must provide the Manager with an owner referral form to expedite and track the referral process. All bookings are subject to Manager's rules and restrictions.

## 1 RESERVATION INFORMATION

TODAY'S DATE:  PROPERTY:   
UNIT:  OWNER:

DATES OF RESERVATION :  RATE:   
GUEST'S NAME:  GUEST'S TELEPHONE #:   
GUEST'S ADDRESS:   
CITY:  STATE:  ZIP:   
COMMENTS:

## 2 PAYMENT INFORMATION

METHOD OF PAYMENT:  CHECK #:   
CREDIT CARD TYPE:  CREDIT CARD #:   
NAME ON CARD:  EXPIRATION DATE:  CDC CODE:

This is the three or four digit number located on the back of your credit card. It's the last set of numbers and is typically located on the signature strip.

## 3 RESERVATIONS

DATE RECEIVED:  EMPLOYEE:   
DATE OF GUEST CONTACT:  GUEST ACCEPTED:  GUEST DECLINED:   
COMMENTS: