



# HARBOR RIDGE RENTAL AGREEMENT

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_

Unit \_\_\_\_, Week \_\_\_\_\_  
Occupancy Year 20\_\_

I (we) authorize Harbor Ridge to put our vacation ownership Week \_\_\_\_ up for rent through regular resort procedures. The stated terms and conditions are in the best interest of the owners, the association, and the rental clients. They are subject to change during unusual circumstances, such as a pandemic. For example, we may need to only accept 6-night rentals at the standard nightly rate.

**Terms and Conditions:**

- \* There is no guarantee that Harbor Ridge will rent our week.
- \* We agree to pay a 30% rental commission to Harbor Ridge.
- \* All owners will be put into the rental system in order of the date the resort received a properly completed and signed Rental Agreement. It is the owner’s responsibility to ensure that Harbor Ridge has received the Rental Agreement.
- \* Harbor Ridge reserves the right to negotiate the price to 75% of the standard rental price on any rental. For example, staff may accept a rental offer of \$750 for a \$1000 week rental, especially on a last-minute rental.
- \* Harbor Ridge is not required to contact the owner about partial week rentals, provided permission is given below to accept partial week rentals.
- \* A \$100 cleaning fee will be charged to the owner, if there are two different occupying parties in one week.
- \* All maintenance fees must be paid by the due date whether the week has rented or not.
- \* Weeks may not be put into Harbor Ridge's rental system and Interval International's exchange system simultaneously.
- \* It is the owner's responsibility to deposit or late deposit the owner’s week with Interval International, as Interval will not take deposits from a third party. A regular deposit must be made by 60 days before the start of the owner’s week. A late deposit is 14 days before the start of the week.
- \* The commission checks will be mailed 14 - 21 days after the week occurs at Harbor Ridge.
- \* Harbor Ridge will mail out IRS Form 1099 MISC for any gross rental of at least \$600.00 in January.

This section must be completed to be considered a valid rental listing.

Are you willing to accept a partial week rental of four or five days? If not, you will only be considered for a six or seven night rental at the standard rack rate. Yes or No

Are you planning on using your week at Harbor Ridge if the week does not rent? Yes or No

Please list a minimum of two ways to reach you.  
 Home Phone: (\_\_\_\_) \_\_\_\_\_  
 Work Phone: (\_\_\_\_) \_\_\_\_\_  
 Cell Phone: (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

I/We accept the above terms and conditions.

\_\_\_\_\_  
Owner Date

\_\_\_\_\_  
Owner Date

Return form to:  
Harbor Ridge Resort  
PO Box 725  
Southwest Harbor, ME 04679  
(207) 244-4500 FAX