



**Central Reservations**  
*"Perfecting the Art of Hospitality"*

Dear Interval Owner,

Thank you for inquiring about the VRI rental program. Enclosed you will find the following forms:

- VRI open-ended Rental Agreement
- Rental Authorization Notice
- W-9 (for US Citizens)
- W-8ECI (for Non-Resident Aliens)

Rental Agreement

Please read the Rental Agreement over carefully and fill it out completely. Remember to sign and date the form.

Rental Authorization Notice

The Rental Authorization Notice also needs to be completed and signed. This form gives us your permission to place your week into the rental program for the date and year specified only.

W-9 (for US Citizens)

If you are a US Citizen, please complete Form W-9 making sure that your Social Security Number has been entered correctly. This number will be used for tax reporting as required by the Internal Revenue Service. (If you are a US Citizen, please disregard Form W-8ECI.)

W-8ECI (for Non-Resident Aliens)

If you are a Non-Resident Alien, please complete Boxes 1 through 5 on Form W-8ECI. If you have a valid US Taxpayer Identification Number (USTIN), please enter that number in Box 6 of the form. If you do not have a valid USTIN, then please leave Box 6 blank. Providing this number will affect your eligibility for tax exempt status. This number will be used for tax reporting as required by the Internal Revenue Service. Please be sure to sign and date the form at the bottom. (If you are a Non-Resident Alien, please disregard Form W-9.)

A non-resident alien is an individual who is not a U.S. Citizen or resident, and is subject to withholding at the current rate of 30%. Withholding exemptions to avoid non-resident alien withholding may be allowed if you can provide VRI with a valid U.S. Taxpayer Identification Number (USTIN). VRI's non-resident alien reporting requirements are covered in detail in the IRS' "Publication 515, Withholding of Tax on Non-Resident Aliens and Foreign Corporations." VRI does not provide tax advice and any inquiries you have should be directed to your tax advisor or the IRS.

The original signed Rental Agreement will remain in your file permanently. All you need to do in future years when you wish to rent your unit is to write a brief letter stating your intentions to rent (including the year and date) or complete a Rental Authorization Notice and mail it to us. Your unit would then be deposited into the rental program.

As a reminder, VRI is unable to guarantee your rental and will NOT be notifying you of either rental or non-rental.

If you have any questions in regards to the Rental Agreement, Rental Authorization Notice or the rental program, please do not hesitate to call us.

Sincerely,

Vacation Resorts International

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23041 Avenida De La Carlota Suite 400, Laguna Hills, CA 92653  
Phone: 949-859-2181 Fax: 949-587-2274  
Website: [www.vriresorts.com](http://www.vriresorts.com) & [www.8664myvacation.com](http://www.8664myvacation.com)  
800-874-8770



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The following are the most commonly asked questions about the VRI Rental Program:

Question: Where do I send my rental agreement?

Answer: Send your rental agreement to:  
Vacation Resorts International  
23041 Avenida De La Carlota, Suite 400  
Laguna Hills, CA 92653

Question: How do I arrange to have my week put up for rent each year?

Answer: Each year after you have made a reservation, you will submit a written authorization specifying the year and dates you wish to rent or complete a Rental Authorization Notice. The Rental Agreement does not authorize rental; it only defines the terms and conditions of the rental program.

Question: When do I receive my rental income?

Answer: Funds are distributed within 30-60 days of the last day of rental.

Question: What happens if my unit does not rent?

If there are any days in your week that do not rent, you may remove them from the rental program at anytime prior to the arrival date to utilize yourself, but you must call in advance to notify us so proper arrangements can be made.

Question: Am I required to pay taxes on rental proceeds?

Answer: Rental proceeds are taxable per the Internal Revenue Service. For U.S. Citizens, gross rental income of \$600 or more will be reported to the IRS on Form 1099-MISC. For Non-Resident Aliens, all gross rental income will be reported to the IRS on Form 1042-S.

Question: Am I guaranteed rentals?

Answer: No, unfortunately we cannot predict the rental demand. We use the power of a national rental program to provide national, regional and local advertising programs to our client resorts to maximize rental inquiries. However, some time periods rent better than others, and some resorts are in higher demand. Therefore, rental results will vary.

Question: Am I guaranteed a rental (per day) price?

Answer: Fees are based on the current Rack Rate, in accordance with your rental agreement; we reserve the right to discount rental rates depending on demand and market conditions. We make every effort to maximize rental income to owners.

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