



Internal Trade Form between Owners

It will be the responsibility of the owners to communicate and arrange for the trade. The Club Group and its staff will not be involved in the trade until we receive this form filled out by **each** owner and submitted with payment. The form can be sent via email to mindy@htyc.com, faxed 843-671-2471 or mailed to PO Box 6989 ~ Hilton Head Is., SC 29938. Once received, the Club Group will arrange, as with any reservation passes into the Sea Pines Resort, check-in packets and service during their stay.

A trade fee of \$30.00 will be required with trade form

Owners Name _____

Email Address _____

Phone Number _____

Mailing Address _____

City _____ State _____ Postal code _____

Resort Name: ___ Swallowtail ___ Spicebush

Owner of week # _____ Villa # _____

Starting date of week _____

Information of Guest who will be occupying your Unit

Name: _____

Email address _____

Phone number _____

Once the trade has been accepted, a non-refundable fee of \$30.00 will be charged to each owner.

The Club Group and its staff will hold no responsibility if either of the parties does not uphold the agreement made between the owners until trade forms are received from both owners and payment has been made.

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Credit Card information:

Name on Card _____

Type of Card _____ Number _____

Expiration Date _____

Signature _____