



### **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 [krista@htyc.com](mailto:krista@htyc.com), faxed 843-671-2471. 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 \$75.00 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 \$75.00 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** \_\_\_\_\_