



The Colony Condominiums
Rental Policy

Phone 757-425-8689 (www.thecolonyvabeach.com / thecolonyvabeach@aol.com)

PLEASE READ AND RETAIN TOP HALF:

The office staff handles rentals for owners requesting this service. A 35% administrative fee will be deducted from the rental fee. We will notify you by post card to confirm that your unit has rented when we are in receipt of the initial deposit. THIS CONFIRMATION IS BY MAIL

ONLY. If you have not received a card to this effect, it is suggested that YOU CALL our office to make certain that your unit has not been rented. If your unit is rented and you show up on Saturday, **you will not** be permitted to use the unit you have listed for rent. **If the rental form is not** filled out and signed, your unit **will not** be put into the **rental bank**. There will be no

exception to these rules. If you decide at a later date to list your unit for rent, please call email or write the office and a form will be forwarded.

If you have space banked your unit you can not rent it.

In order to space bank your unit your maintenance fees must be

PRE-PAID



RENTAL RATES FOR 2018

WKS 1-13	\$ 900.00	23—34	\$1,900.00—\$2,500.00
WKS 14-19	\$1,100.00	WKS 35-39	\$1,800.00
WKS 20-22	\$ 1,300.00	WKS 40-52	\$ 900.00

IF YOU WOULD LIKE TO PUT YOUR UNIT UP FOR RENT PLEASE FILL OUT THE FOLLOWING:

IF YOU WISH TO RENT YOUR UNIT FOR OTHER THAN THE STATED RATE, YOU MAY DO SO YOURSELF, BUT THE COLONY **WILL NOT** BE RESPONSIBLE FOR SUCH ARRANGEMENTS.

UNIT: _____ WEEK: _____
HOME #: () _____
WORK #: () _____
NAME: _____
ADD: _____
CITY, STATE & ZIP: _____

Willing to rent for less than a week: YES NO

The Colony **has my permission** to rent my Unit / Week (s) as per the above specification. I understand I will be notified by mail **ONLY** in the event my unit is rented. **IMPORTANT!!** Keep in mind, the renter may cancel 14 days before occupancy date. In this case you will be notified of the cancellation A.S.A.P.

Authorizing Owner's Signature

SS #

DATE

I understand that this is a sublease to The Colony to renters and I will receive monies only if my unit was subleased.

2018 CALENDAR WEEKS

Please mark your calendar for next year's vacation-as some owners come the wrong week

WEEK	DATE	WEEK	DATE	WEEK	DATE
1	JAN 6-13	18	MAY 5-12	35	SEPT 1-8
2	JAN 13-20	19	MAY 12-19	36	SEP 8-15
3	JAN 20-27	20	MAY 19-26	37	SEP 15-22
4	JAN 27- FEB 3	21	MAY 26- JUNE 2	38	SEP 22-29
5	FEB 3-10	22	JUNE 2-9	39	SEP 29-OCT 6
6	FEB 10-17	23	JUN 9-16	40	OCT 6-13
7	FEB 17-24	24	JUNE 16-23	41	OCT 13-20
8	FEB 24- MARCH 3	25	JUN 23-30	42	OCT 20-27
9	MARCH 3-10	26	JUNE 30- JULY 7	43	OCT 27- NOV 3
10	MAR 10-17	27	JULY 7-14	44	NOV 3 -10
11	MAR 17-24	28	JULY 14-21	45	NOV 10-17
12	MAR 24- 31	29	JULY 21-28	46	NOV 17-24
13	MARCH 31- APR 7	30	JULY 28 - AUG 4	47	NOV 24- DEC 1
14	APR 7-14	31	AUG 4- 11	48	DEC 1-8
15	APR 14-21	32	AUG 11-18	49	DEC 8-15
16	APR 21-28	33	AUG 18-25	50	DEC 15-22
17	APR 28- MAY 5	34	AUG 25- SEPT 1	51	DEC 22-29
				52	DEC 29-JAN 5



2018

MAINTENANCE FEES

PLEASE FILL OUT AND MAIL PAYMENT TO:

**THE COLONY
1301 ATLANTIC AVE.
VIRGINIA BEACH, VA 23451-3482**

WKS 1-13 \$729.00 UNIT / WEEK(S): _____
 WKS 14-21 \$779.00 UNIT / WEEK(S): _____
 WKS 22-34 \$829.00 UNIT/ WEEK(S): _____
 WKS 35-43 \$779.00 UNIT/ WEEK(S): _____
 WKS 44-52 \$729.00 UNIT/ WEEK(S): _____

TOTAL AMOUNT: _____

CHECK # _____ AMOUNT: _____

CARD TYPE: _____ C.C. #: _____
 C.C. EXP. DATE: _____

Authorized Signature For Credit Card Payments.
 3% charge for credit cards.

Card Member Signature:

2018 RENTAL

PUT MY UNIT UP FOR RENT

Please Check: _____ **Yes**

I would like my unit to be listed for rent. I understand that I will only be notified if the unit is rented.

After requesting to put it up for rent you must in writing or by email officially request your unit be taken off the rental list.

Please turn over and fill out the Rental form and sign

**DUE
JANUARY
1ST 2018**

TO AVOID
PENALTIES
FEES
MUST BE PAID
BY

**JANUARY
21ST 2018**

THANK YOU

