



# IN HOUSE EXCHANGE / SPACEBANK REQUEST FORM

(COMPLETE IN BLOCK CAPITALS PLEASE)

**COMPLETE THIS FORM TO DEPOSIT YOUR WEEKS AND REQUEST YOUR EXCHANGE**

**Owner Information**

Owner Name ..... Owner Number .....

Address .....

Telephone (Home) ..... (Work) .....

Email ..... Mobile .....

**The weeks I would like to Exchange/Spacebank\* (\*delete as applicable)**

Apartment No / Type ..... Week No(s)/ Season Band .....

**The weeks I would like to receive in exchange**

Please confirm me automatically to any of the check-in dates listed below.

**Dates**

1st Choice ..... / ..... / 20 .....

2nd Choice ..... / ..... / 20 .....

3rd Choice ..... / ..... / 20 .....

4th Choice ..... / ..... / 20 .....

No. in party Adults ..... Children .....

**Resorts**

- Clube Praia da Oura, Algarve, Portugal
- Oura Praia Hotel, Algarve, Portugal
- Oura-View Beach Club, Algarve, Portugal
- Bay View, Algarve, Portugal
- Vera Beach Club, Almeira, Spain
- Grangefield Oasis Club, Costa del Sol, Spain
- Royal Park Albatros, Tenerife
- Hever Court Hotel, Kent

If the same type of unit is not available will you accept a smaller unit YES  NO

I will advise you of my requirements at a later date YES  NO

*If you wish to spacebank your weeks and advise exchange date at a later date, ensure that your request is made at the earliest date possible - preferably 90 days before requested date. Maintenance fees must be paid before exchanges or spacebanks accepted.*

**Exchange/Spacebank Fee** Free to first year Purchasers and \*Floating Week Members (\*plus £40 Admin Fee)

I enclose herewith my cheque for **£80.00** (per week) plus **£40.00** Admin Fee for resorts other than CPO/OPH

Please charge £ ..... to my Credit Card: Cardholder's Signature .....

Visa / Mastercard / Diners / American Express / Switch No: ..... / ..... / .....

Start Date: ..... Expiry Date: ..... Issue No: ..... (3 digit code)

**Assistance for requesting your exchange? See reverse for guidance**

**Office Use Only**

Confirmation / Refusal Sent ..... / ..... / 20 .....

Fee included / returned ..... / ..... / 20 .....

Weeks Spacebanked ..... / ..... / 20 .....

Weeks Exchanged for ..... / ..... / 20 .....

CPO Signature ..... Date ..... / ..... / 20 .....



Petchey (Management & Finance) Limited  
 Exchange House, 13-14 Clements Court, Clements Lane, Ilford, Essex IG1 2QY, England  
 Tel 0845 5191988 / 020 8252 8888 Fax 020 8911 9361 Email enquiries@petchey.co.uk  
 To maintain customer service standards, enquiries may be recorded or monitored.



# It's easy to exchange/spacebank

## Deposit your weeks and request your exchange

Just complete the In-House Exchange/Spacebank Request Form overleaf.  
It's as simple as that!

## Pack up 'n' Go

We've all been working hard behind the scenes to make your holiday enjoyable.  
Your accommodation is waiting for you. Now get set to have a great time!

### Notes for your guidance

All maintenance fees need to be paid before Spacebanks or Exchanges are accepted

...

All Exchanges are based on availability. We can't guarantee that Owners will receive their requested first exchange choice - but we'll certainly try hard!

...

Be flexible - select several time periods - it will give you more chances!

...

Please attach your cheque for £80.00 per week made payable to Petchey (Management & Finance) Ltd, with your completed In-House Exchange/Spacebank Form.

If we're unable to comply with your request, we'll return the fee to you.

...

The earlier you make your request, the longer we will have to work on it preferably at least 90 days prior to requested date.

...

Help us to help you - PLEASE submit your request on the form overleaf not by telephone.

...

The number of people in your party are limited to the occupancy unit of the apartment you have deposited. In the event that you are confirmed into an apartment with lesser occupancy, the size of your party will have to be reduced.

...

As all exchanges are based on availability, we cannot guarantee you will have an apartment of equal size or location.

...

Your week(s) can only be spacebanked for a maximum of 2 years, and then taken as per list below.

...

Your time period can only be exchanged as follows:

Weeks 1 - 12 may be exchanged for	Weeks 1 - 12 and Weeks 45 - 52
Weeks 13 - 26 may be exchanged for	Weeks 1 - 26 and Weeks 37 - 52
Weeks 27 - 36 may be exchanged for	any period throughout the year
Weeks 37 - 44 may be exchanged for	Weeks 37 - 52 and Weeks 1 - 26
Weeks 45 - 52 may be exchanged for	Weeks 45 - 52 and Weeks 1 - 12

### In-House Exchange/Spacebank Form overleaf