

UNIT CANCEL - UNIT CANCEL

UNIT ID#: _____ UNIT ADDRESS: _____ OWNERS NAME: _____

CANCELLATION NOTICE GIVEN - DATE: _____ BY: _____
REASON: _____

LTA'S last clean to occur date: _____

All existing bookings to be honored: _____ LTA to move bookings starting after: _____

* Owner will pay commissions for existing bookings canceled or moved:

Dates _____	\$ _____	Res# _____
Dates _____	\$ _____	Res# _____
Dates _____	\$ _____	Res# _____
Dates _____	\$ _____	Res# _____

CHG. UNIT TOTAL \$ _____ CHG. STATEMENT DATED: _____ BY: _____

1. Cancel all services: Hot Tub _____ Snow Removal _____ Landscaping _____
Remove BFI Phone & Energy Sentinel _____ Update BFI to "NO" in Step 11 _____ Update OMS _____
Cancel all work orders _____ Remove LTA sign _____ Remove Rental Permit _____
2. Fax Cancellation of Rental to City / County Offices _____
3. Move existing LTA reservations if applicable _____
4. Delete owner / friend bookings if applicable _____
5. LTA off program reservation done by _____ Res# _____
6. Change to clean only in unit file (Step 11) _____ Add comments in owner file (Step 79) _____
7. Gather keys from front desk, maids and masters; put in folder _____
8. Make all final charges - final months statement done _____
9. Send all keys to owner (if all monies are in) release in step 16 _____
10. Store owner jacket with current year canceled unit _____
11. Reserve Amount \$ _____, Checked for pending \$ owed LTA by: _____ Released reserve by _____
12. Premature Cancellation fee: \$ _____, Posted: _____
13. At the end of the year, send 1099's to owner, delete unit from unit file, pull all monthly owners statements and file in canceled files - back room _____

Cc: Owner file _____ Completed By: _____ Date _____
Maint: _____
Hskp: _____ Approved By: _____ Date _____
Reservations: _____
Accounting: _____
Dir of Ops.: _____

Last Revised: 9-20-2004