



## Reservation Request Form

Mail completed request forms to:

**The Ridge Sierra**  
**515 Nichols Blvd**  
**Sparks, NV 89431**

Phone: (775) 588-5565

Fax: (775) 355-4081

Date: \_\_\_\_\_

Owner/Acct #: \_\_\_\_\_

Season of Ownership: \_\_\_\_\_

Multiple Week Owner

- \* ALL FEES MUST BE CURRENT TO ENSURE TIMELY PROCESSING OF YOUR RESERVATION REQUEST (RSPOA DUES, MORTGAGE, ETC.).
- \* ALL RESERVATION REQUESTS WILL RECEIVE A RESPONSE WITHIN 30 DAYS FROM THE DATE YOUR REQUEST IS RECEIVED AT THE RESORT.

PLEASE COMPLETE ALL APPLICABLE SECTIONS

### SECTION 1.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Check here if this is a new address:

### SECTION 2. Choose one of the following –

Intend to utilize:

\_\_\_\_ A unit for a full week (Complete Section 3)

\_\_\_\_ A Split-Week Usage (Complete Section 4)

### SECTION 3. FULL WEEK USAGE (Complete ALL THREE choices).

Please remember, all full week stays begin with a Friday or Saturday night usage and check-in time begins at 4 p.m. If you are renting or sending Guests/friends to utilize your unit, you MUST send a letter of authorization, or call us with authorization to give them access to your vacation home.

Choice	FROM	TO
1	___ / ___ / ___	___ / ___ / ___
2	___ / ___ / ___	___ / ___ / ___
3	___ / ___ / ___	___ / ___ / ___

**SECTION 4. Split-week usage (complete ALL THREE choices).**

All split-week periods will include a 3 or 4 night weekend including Friday and Saturday night, and a 3 or 4 night midweek usage which cannot include a Friday and Saturday night.

Choice	FROM	TO	FROM	TO
1	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
2	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___
3	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___	___ / ___ / ___

Signature: \_\_\_\_\_

Request is for: Regular Use       Exchange       Guests/Friend(s)

Special Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

**Reservation Department Use Only**

Acct: \_\_\_\_\_ RSPOA: \_\_\_\_\_ Mtg: \_\_\_\_\_ RTPOA: \_\_\_\_\_

Control #: \_\_\_\_\_