

## RENTAL AGREEMENT

This Agreement is made on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between **GINN RESORT MANAGEMENT, LLC**, hereinafter referred to as "Company," whose address is 215 Celebration Place, #200, Celebration, FL 34747 and \_\_\_\_\_ hereinafter referred to as "Owner," whose address is \_\_\_\_\_.

Owner represents that he/she is the fee simple owner of the property known as \_\_\_\_\_ hereinafter referred to as "Premises."

In consideration of the terms, covenants and conditions of this Agreement, it is agreed as follows.

### I. NATURE OF AGREEMENT

A. Owner contracts with Company to act as exclusive agent to rent, lease, let, or grant license to others for use of Premises in accordance with all applicable laws governing vacation rentals. It is understood that the Premises, and Company's rights hereto, include the right to use of the limited common elements that may be reserved for the Premises and a right to use of an undivided share in the common elements appurtenant to the Premises as defined by the Declaration of Condominium.

B. Company will use Premises as a vacation rental accommodation unit and will rent it to guests who will occupy Premises as part of the overall rental program ("Rental Program") for the Reunion Resort & Club of Orlando ("Resort"). It is agreed that Company will give its best efforts to securing suitable renters, but that Company does not guarantee a specific rental occupancy rate or a specific level of rental income. It is further agreed that Company will set all rental rates, and will determine all conditions under which Premises are rented. Company will have sole authority to make all decisions concerning the day-to-day operation of its rental business including, but not limited to staffing, maintenance, housekeeping, reservation policies, and collection of rental proceeds.

C. Owner understands that Company may act as rental agent for other properties and that such properties may compete with Premises in the assignment of rental bookings on the basis of unit condition, size, location, amenities, rental restrictions and rental rates.

D. It is further understood and agreed by Owner that, to the extent Company provides, or arranges for the provision of goods and services to guests and/or Owner, Company is authorized to retain for its sole account any fees, rebates, interest, markups, or commissions resulting from such provision of goods and services.

E. It is understood that this Agreement is an exclusive service contract and that Company will have sole responsibility for renting the Premises. It is agreed that Premises will not be enrolled in any other rental service program or be a part of any organized effort by the Owner to rent the Premises without the participation of Company through this Agreement. The Owner may not utilize a third party to assist in renting the Premises, including but not limited to travel agents, real estate brokers or other rental agents. The Owner may not advertise for rentals or, otherwise, solicit rentals of the Premises. Any rental of the Premises by the Owner, or any other party(ies), without the expressed consent of Company, will be a violation of this Agreement.

## **II. TERM**

A. This Agreement and the obligations of Company and the Owner, as specified in the terms, covenants and conditions of this Agreement, will commence on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_ and will continue in force and will govern all transactions between Company and Owner until terminated pursuant to the provisions of Section III below.

## **III. TERMINATION**

A. This Agreement will continue in force and will govern all transactions between Owner and Company unless terminated in writing by either party by certified or registered mail, by overnight courier or by personal delivery of notice to the other party ("Termination Notice"). Notice will be deemed given upon receipt by the other party.

B. Owner may terminate this Agreement at any time, by delivery of a Termination Notice to Company. Termination will occur and Company will vacate Premises 365 days following the date of receipt by Company of the Termination Notice. Company and Owner will be obligated to fulfill their respective obligations under the terms of this Agreement until Company vacates Premises.

C. If, for any reason Company violates the terms of this Agreement, including but not limited to gross negligence or failure to pay rent for more than 45 days, Owner has the right to terminate this Agreement by delivery of a written default notice to Company ("Default Notice"). Owner shall deliver any Default Notice to Company by hand delivery, overnight courier, or by registered or certified mail. Notice shall be deemed delivered upon receipt by Company. After receipt of such Default Notice, Company shall have 15 days to cure the default specified ("Cure Period"). If Company fails to cure such default within the Cure Period, Company shall cease use of the Premises at the end of business on the last day of the Cure Period.

D. Company may terminate this Agreement at any time by delivery of a Termination Notice to the Owner. Termination will occur and Company will vacate Premises 365 days following the date of receipt by Owner of the Termination Notice. Company and Owner will be obligated to fulfill their respective obligations under the terms of this Agreement until Company vacates Premises.

E. If, for any reason, Owner violates any of the terms of this Agreement, including but not limited to abuse of Premises by Owner or its guests, Owner's failure to pay taxes, utility bills or assessments or failure to maintain Premises and its contents in good order and repair, as determined by Company, Company has the right to give Owner a Default Notice allowing Owner 15 days to cure the default specified in the Default Notice to the satisfaction of Company. If Owner fails to cure the default within the 15 day period, this Agreement shall terminate at the end of business on the date which is 15 days after the delivery of the Default Notice.

F. Upon termination of this Agreement, neither party hereto shall have any further rights or obligations hereunder.

## **IV. RENTAL PAYMENTS**

A. Company will collect from its guests all applicable rental revenue resulting from rental of the Premises. After payment of any and all applicable travel and other agent fees, Company will deduct from the resulting monthly gross revenue all Club Fees (hereinafter defined), incurred as a result of guest occupancy of the Premises during the month. Club Fees are charged to the Company's guests for each day of rental occupancy and are paid to the Club (hereinafter defined) in return for making the Club's

facilities, amenities and charging privileges available to the rental guest. Company will deduct from the resulting adjusted gross revenue an amount equal to 10% of the adjusted gross revenue as a Marketing Fee. From the remainder, Company will retain one half of the balance as its management fee for securing and servicing the rentals. From the remaining share, the Company will pay an amount equal to 5% of the adjusted gross revenue into the Maintenance Reserve (hereinafter defined). The remaining balance, subject to incurred fees, if any, will be paid to the Owner by check on or about the 20<sup>th</sup> day of each month for the immediately preceding month.

## **V. MAINTENANCE RESERVE**

A. As noted in section IV(A) above, Company will establish a Maintenance Reserve for the Premises. The Maintenance Reserve will be funded each month by transfer of five percent (5%) of the adjusted gross rental revenues received during the preceding month to the Maintenance Reserve. A maximum dollar amount to be accumulated in the Maintenance Reserve ("Cap") will be set by the Company from time to time and at its sole discretion. If the amount in the Maintenance Reserve at the end of each calendar year should exceed the Cap, the excess amount, over and above the Cap, will be paid to the Owner within forty-five (45) days of calendar year-end. Interest earned on funds held in the Maintenance Reserve will be credited to the Maintenance Reserve on a monthly basis.

B. Funds in the Maintenance Reserve will be used by Company, in its sole discretion, to repair or replace furnishings, decorative items, accessories, floor and wall coverings, equipment and appliances in the Premises, as it deems necessary. Owner understands that Company makes no warranty as to the sufficiency of the funds held in the Maintenance Reserve to pay the cost of all required repairs and replacements. Owner agrees that if there are insufficient funds in the Maintenance Reserve at the time repairs or replacements are required by Company, the Owner will be responsible for making such repairs or replacements at Owner's expense. Owner further understands that Company will not advance funds against anticipated future rental income to the Owner for purpose of meeting such expense.

C. Company agrees that all funds in the Maintenance Reserve will be spent only for repairs and replacements to the Premises and will not be used for any other purpose. In order to keep the Premises ready to rent, Company will expend funds from the Maintenance Reserve at its sole discretion. Company will provide Owner, annually, a complete accounting of all income and expense charged to the Maintenance Reserve.

D. Upon termination of this Agreement, per the terms and conditions stated herein, Company will pay to Owner an amount equal to the balance remaining in the Maintenance Reserve as of the date of the termination. Company will make such payment to the Owner by check within 60 days following the date of termination. In the event that Owner sells the Premises during the term of this Agreement, Company will deliver the funds held in the Maintenance Reserve to Owner upon receipt from the new owner of an equal amount to re-fund the Maintenance Reserve. In the alternative Owner can transfer its rights in the Maintenance Reserve to the new owner and Company will continue to hold such funds.

## **VI. OWNER USAGE**

A. Owner will notify Company, in writing, at least one (1) year in advance, of the dates during which the Owner reserves Premises for Owner's use. Owner understands and agrees that Owner shall have no right to occupy Premises during any period for which notice was provided less than one (1) year in advance, and for which Company has issued a rental reservation to a guest.

B. Owner understands and agrees that Owner and Owner's guests must abide by then-current check-in and check-out times. Failure to abide by regular check-out times will result in a late check-out charge to the Owner, and may result in arriving guests being reassigned from the Premises to another rental unit. Owner agrees not to enter Premises or to permit any person, whether family member, repairman, guest, or other, to enter Premises other than during periods of confirmed occupancy by Owner, without prior notification to, approval from, and coordination by Company.

C. Owner understands and agrees that daily cleaning services will not be provided while the Premises are occupied by Owner or Owner's guests. Owner may request such services, subject to availability and at rates then in effect. Owner further understands and agrees that Company will provide departure cleaning services to the Premises at the end of each Owner and Owner's guest stay, the cost of which will be charged to Owner.

## **VII. RESPONSIBILITIES OF COMPANY**

During the term of this Agreement the Company shall do the following:

A. Establish reasonable rental rates for the Premises, based on competitive market conditions. Company may offer weekly, package, seasonal and/or other rental rate adjustments and discounts when, in Company's opinion, adjustments or discounts could increase the occupancy of the Premises, or are deemed necessary because of Premise's condition or other circumstances. Owner understands and agrees that any rental guest may be transferred to another rental property if the discount or adjustment in rental rate is unacceptable to the guest, if the Premises is, in the judgment of Company, unsuitable for occupancy, and/or if the guest otherwise insists on such a transfer.

B. Collect from rental guests all applicable rental revenue. It shall be understood that Company shall not be liable for rental revenue which cannot be collected for any reason, including, but not limited to, "bounced" checks, credit card "chargebacks," or fraud.

C. Pay to Owner, by check on or about the 20th of each month, all rental revenue for the preceding month's rental activity, less travel or other agent commissions, Club Fees, Company management fees, Maintenance Reserve funding, and any other set-offs and/or deductions authorized by this Agreement. Owner acknowledges that Company has the right to withhold from Owner's rental revenue proceeds, for its own account, any monies owed Company by Owner.

D. Arrange for daily cleaning services and for departure cleaning of the Premises during occupancy by each rental guest, the cost of which will be paid by Company. Arrange for departure cleaning of Premises and any daily cleaning services that may have been requested by Owner during occupancy by Owner or Owner's guest, the cost of which is to be paid by Owner.

E. Arrange for at least one annual extensive interior cleaning of the Premises, the cost of which will be paid by the Owner.

F. Owner understands and agrees that Company shall cause an electronic key card system lock to be installed on the front entry to the Premises and AAA-approved locks to be installed on all other entries to the Premises. The Owner will be charged the cost of installing such locks.

G. Arrange to have repaired, maintained, and improved all furnishings, decorative items, accessories, floor and wall coverings, equipment and appliances as Company deems necessary. Company is granted authority to make such determination, inspect the work, pay the contractor, and deduct the resulting expense from the Maintenance Reserve. Company will advise Owner, in advance, if possible, of any

repairs to Premises for which Owner is responsible and the cost of which is expected to exceed the balance in the Maintenance Reserve. Under emergency conditions, as determined by Company, arrangements will be made for repairs to be performed without notice to Owner. Owner acknowledges that in arranging for such service, Company may provide the service itself, or contract for it through a third party. Company will forward to Owner a bill for services provided which are in excess of funds in the Premises' Maintenance Reserve. Bills not paid by Owner within 15 days may, at Company's discretion, be paid by Company. In such instance, Company will deduct the amount paid plus a 10% surcharge or \$25, whichever is greater, from Owner's rental payment(s). Owner will be liable for any amounts unpaid.

H. Company shall inspect the Premises regularly for compliance with Resort standards and will notify Owner in writing of any deficiencies, planned refurbishment programs, and/or required upgrades/modifications. Company will also provide Owner with itemized cost estimates in connection with the work to be performed. In the event that Owner does not approve refurbishing, upgrading or modifying the Premises as required, or does not respond to Company's request for approval within thirty (30) days after such request is made, Company may, at its option, either (i) suspend the payment of rent and/or occupancy of the Premises hereunder until such time as Owner approves the request, or (ii) terminate this Agreement at any time thereafter without further notice. In the event of termination, Company will only be liable for rent due up to the date of termination.

I. Provide products and services to guests and Owner as Company may deem appropriate. Owner acknowledges and agrees that Company may receive fees, markups, and/or commissions for providing such products and services, and that such fees, markups, and/or commissions shall be retained solely by Company.

J. Maintain accurate books and records of all funds received and disbursed in connection with the management and operation of Premises. Such books and records shall be open for inspection by the Owner at reasonable times and with reasonable prior notice given. Owner understands that the names of all rental guests, their addresses and telephone numbers are the sole and exclusive property of Company and that such information will not be made available to Owner. Owner further agrees that Owner shall have no right to access the books and records pertaining to other properties which Company may manage.

K. Company will provide Patron membership to all rental guests during their occupancy of Premises, thereby providing them with access to all Club amenities and charge privileges at those amenities, subject to the rules and regulations of The Reunion Club ("Club"), as determined from time to time by the Club. Owner understands that fees for such amenity access ("Club Fees") will be charged to and deducted from the rental revenue paid by the guest prior to the computation and distribution of any rental proceeds to Owner. Owner further understands that these Club Fees will be paid in their entirety to the Club, and that Owner has no claim on fee, or any portion thereof.

L. Company may, in its discretion, furnish television programming services and private branch exchange (PBX) telephone services at Owner's expense, and may install and maintain in Premises one or more telephones connected to Company's switchboard. Owner agrees that in the event that Company offers such services, Company's PBX service will be the sole source of telephone service for Premises. Long distance telephone call service will be charged to the registered occupant of Premises and such monies may be retained by Company in their entirety. Owner agrees to accept responsibility for all charges resulting from such calls made by Owner and Owner's guests. While occupying the Premises, Owner shall be charged special domestic and international long distance rates for Owners as established by Company from time to time and will not be charged for local calls.

M. Owner understands and agrees that Company will charge to Owner, and deduct from Owner's rent payment, an extermination/cleaning fee(s) if Owner or Owner's houseguests permit a pet(s) to occupy Premises during Owner or Owner houseguests's occupancy.

### VIII. RESPONSIBILITIES OF OWNER

A. Furnish, maintain and provide for Premises in accordance with standards established from time to time by Company. It is understood that Company will be the sole judge in determining if Premises meet its standards. Owner further understands that Company reserves the right to suspend rentals of Premises at any time it should deem Premises to be unsatisfactory for rental. Upon rectification of defects by Owner to the satisfaction of Company, Premises will be returned to Company's inventory of rental units immediately

B. Provide Company the right to use Premises for up to ten (10) nights per year on a "complimentary" basis to house meeting planners, travel agents, travel writers, VIP guests, and key employees of Company. It is understood that Owner will not be entitled to any rental income payment for such use, and that Company will pay all Club Fees associated with such use.

C. Pay, fully and promptly, all utility charges assessed to the Premises. Owner agrees that Company may pay delinquent utility bills to avoid interruption of service and understands that, in such circumstances, Company will deduct the utility charge plus a 10% surcharge or \$25, whichever is greater, from the Owner's rental income payment. If the Owner's rental income payment does not cover the utility charge plus the surcharge, Owner will remain liable for the balance.

D. Pay any balance owed Company within 15 days of receipt of a monthly statement of account. Funds not so paid to Company within 15 days of demand will accrue interest at the rate of 1½% per month commencing on the 30th day of such non-payment. Owner understands and agrees that, upon Owner's failure to pay any balance owed, Company is authorized to deduct such amounts owed from any rental income due Owner.

E. (a) Owner shall, at Owner's expense, maintain in effect throughout the term of this Agreement, both property damage insurance (including personal property) and premises liability insurance. The premises liability insurance shall be in a minimum amount of Three Hundred Thousand Dollars (\$300,000.00) for each occurrence. All policies shall include Company as additional named insured and shall be with a financially sound and reputable insurance company deemed acceptable by Company as determined in its sole discretion. Owner shall notify Company as soon as reasonably possible of any incident which might give rise to a liability claim. Company shall notify Owner as soon as reasonably possible of any incident which might give rise to a liability claim,

(b) From time to time, upon request, Owner shall deliver to Company certificates of insurance evidencing that the above-mentioned insurance is in full force and effect, and that Company shall receive thirty (30) days written notification from each and every insurance company before an insurance policy is canceled for any reason, including, but not limited to, failure by Owner to pay any premium or to renew any insurance policy provided for by this Agreement. Owner shall deliver the above-mentioned certificates of insurance to Company on or before the Commencement Date. Failure to so deliver such certificates of insurance promptly shall be considered a material breach of this Agreement and Company may, at its option, terminate this Agreement effective immediately.

F. Provide written notice to Company if the Premises are listed for sale with a real estate broker, or are offered for sale directly by Owner. Owner understands and agrees that real estate agents must obtain keys to Premises from Company, and that keys will not be issued while rental guests are occupying the Premises. Owner agrees to notify any listing broker of Company's policy for obtaining access to the Premises, and Owner agrees that Company has the right to prevent rental guests from being disturbed for real estate sales purposes. Owner further agrees that, in the event of a sale, the contract evidencing such sale shall expressly provide that the sale will be subject to the terms and conditions of this Agreement, and that the purchaser will honor all confirmed reservations that Company is unable to relocate to other premises.

## **IX. THE REUNION CLUB**

A. Owner represents and warrants that a Full Golf Membership or a Social Club Membership is in good standing in the Club and is associated with the Premises.

B. In order to provide Club facilities use privileges to renters staying in the Premises, Company agrees to assign a Patron Membership to the Premises as long as: (i) this Agreement remains in effect; and (ii) Owner remains a member in good standing with respect to the Full Golf Membership or Social Club Membership assigned to the Premises. Owner understands that the Membership Plan for the Club provides that as long as a Patron Membership is assigned to a unit, the dues required to be paid by the owner of the unit to the Club in connection with the owner's Full Golf Membership or Social Club Membership shall be reduced to fifty percent (50%) of Social Club Membership dues. Owner agrees to pay to the Club the reduced dues and any fees and charges associated with Owner's membership in the Club.

C. In the event Owner fails to maintain Owner's membership in the Club in good standing, Company may, in its discretion terminate this Agreement or pay on Owner's behalf any outstanding amounts owed by Owner to the Club, in which case Company shall deduct any such amounts paid to the Club from Owner's rental proceeds due hereunder. Owner authorizes the Club to notify Company of any failure of Owner to pay any amount owed to the Club in a timely manner. Owner gives Company permission to debit his or her account for Club membership dues.

D. Owner understands that as long as a Patron Membership is assigned to the Premises, the privilege of Owner, Owner's houseguests and renters staying in the Premises to use the Club facilities shall be pursuant to the Patron Membership in accordance with the Membership Plan, and not pursuant to Owner's underlying Full Golf Membership or Social Club Membership.

E. Renters staying in the Premises shall be required to pay Club Fees, which shall be paid to the Club. Club Fees paid by renters shall not be included in gross rental income for purposes of computing Owner's share of rental proceeds.

## **X. INTEREST-BEARING ACCOUNT**

Owner acknowledges and agrees that all funds including reservation/security deposits, prepaid guest charges and Owner balances (but excluding the Maintenance Reserve) may be placed in an interest-bearing account and that such interest will accrue to Company. Owner further acknowledges and agrees that Company may, at its sole discretion, co-mingle funds relating to rental of Premises with funds relating to the rental of other properties which Company may manage.

## **XI. INDEMNIFICATION**

Both parties agree to indemnify and hold the other party harmless from any and all claims, demands, costs (including attorney's fees), damages (including, without limitation, death) or judgments against the other party arising out of this Agreement and/or the activities contemplated by this Agreement. Each party's duty to indemnify the other party will extend to all liability, loss, damage, cost or expense to the other party arising from or in relation to any event or occurrence taking place during the term of this Agreement and each party's duty to indemnify the other party will be binding on all successors and assigns of each party.

## **XII. CASUALTY**

Should the Premises or the building containing the Premises ("Building") be destroyed or so damaged by fire, flood or other casualty during the term of this Agreement, that Company, in its sole discretion, deems the Premises unfit for Resort guest use, rent payable to the Owner as provided in this Agreement shall be abated until such time as the Premises and/or Building is once again rendered fully repaired and ready for occupancy by Resort guests. If the Premises or Building is not rendered fit for Resort guest use by repairs within ninety (90) days, Company may, by giving written notice to Owner, cancel this Agreement, and in such event, pay rent only to the day of such damage or casualty.

## **XIII. ASSIGNMENT**

A. Company may assign its rights and duties under this Agreement to any other entity as long as the Assignee agrees, in writing, to assume and perform the terms and covenants of this Agreement. Upon such assumption, Company shall be released from any and all obligations hereunder.

B. Upon sale and/or deeding of Premises by Owner to another party(ies), the rights and duties under this Agreement are assigned to those parties as of the date of transfer of title.

## **XIV. ATTORNEY'S FEES AND VENUE**

A. If any action at law or in equity is brought to recover any monies under this Agreement, or for, or on account of any breach of, or to enforce or interpret any of the provisions of this Agreement, or for the recovery of the Premises, the prevailing party will be entitled to recover from the other party, as part of the prevailing party's costs, reasonable attorney's fees, the amount of which will be fixed by the Court and will be made part of any judgment or decree rendered.

B. Both parties agree that the venue for any such action will be Osceola County, Florida. This Agreement may be recorded in the public records of Osceola County, and will be construed in accordance with the laws of the State of Florida.

## **XV. OWNER COVENANTS, AGREEMENTS, REPRESENTATIONS AND WARRANTIES**

A. Owner represents and warrants that Owner has read this Agreement with Company and understands that by entering into this Agreement Owner will restrict its personal use of Premises.

**B. Owner represents, warrants, acknowledges and agrees that the execution of this Agreement and the participation by Owner in the rental management program for Reunion Resort & Club of Orlando ("Rental Program") is optional and not a requirement of ownership of the Premises. Owner acknowledges that neither Company nor any of its agents or representatives has (1) made**

**any statements or representations with respect to the economic or tax benefits of ownership of the Premises; (2) emphasized the economic benefits to be derived from management of the Premises by Company or participation in the Rental Program; (3) made any statement, suggestion, implication or representation that any pooling arrangement will exist for participants in the Rental Program or that Owner will share in any way in the rental proceeds derived from any properties other than the Premises; or (4) made any statement, suggestion, implication or representation that Owner must participate in the Rental Program.**

C. Owner represents and warrants that no information has been given to Owner regarding the Rental Program except at the request of Owner and that all questions regarding the Rental Program have been answered to Owner's satisfaction.

D. Owner represents and warrants that no contract for rental of the Premises other than this Agreement has been executed by Owner.

E. Owner represents and warrants that, except as specifically set forth herein, no representation has been made by Company or its agents or representatives that this Agreement or the Rental Program will be renewed or extended.

F. Owner further warrants that this Agreement runs with title to the Premises, including resale and/or subsequent deeding to other parties.

## **XVI. PROXY**

Owner, by execution of this Agreement, hereby gives the following proxy so that their membership interests in the Reunion Resort & Club of Orlando Master Association, ("Association") may be voted, or any needed member consent may be signed in accordance therewith:

"Owner hereby appoints Ginn Resort Management, LLC with full power of substitution, as Proxy, to represent and vote all of the membership interests of the Association held by the Owner at any meeting of the members of the Association held during the term of this Agreement, and the Owner agrees that such designee may sign, as Proxy, any written consent of members submitted for the signature of members of the Association during the term hereof."

The proxy granted hereby may be terminated at any time by Owner in writing delivered to the designee and to the Association.

## **XVII. ENTIRE AGREEMENT AND SUCCESSORS IN INTEREST**

A. This Agreement contains the entire and only agreement between the parties concerning the Premises and no agreement not contained herein shall be binding upon any party hereto. This Agreement will be binding on the heirs, personal representatives, successors and assigns, respectively, of each party. No provision of this Agreement shall be amended or waived except in writing executed by the parties hereto. The determination by a court of competent jurisdiction that any provision of this Agreement is invalid or unenforceable will not affect the validity of any other provision herein or of the validity or enforceability of this Agreement generally. Time is of the essence of this Agreement.

IN WITNESS THEREOF, THE SAID PARTIES HAVE SIGNED AND SEALED THIS INSTRUMENT.

**GINN RESORT MANAGEMENT, LLC**

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name: Bob Van Bergen  
Title: General Manager

**OWNER(S)**

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Social Security/Tax Identification No