



**Timeshare Division**  
Capital Plaza I, Suite 500  
201 East Pine Street  
Orlando, Florida 32801  
(407) 563-8942 (Office)  
(407) 563-8943 (Fax)

## **Berkley Resorts**

### **PROCEDURE TO CHANGE LEGAL NAME**

- 1) The owner of timeshare must fill out our Request Form. (PLEASE PRINT LEGIBLY). This form must be filled out in English.
- 2) **Proof of legal name change.** (Marriage Certificate, Divorce Decree, Name Change Certificate)
- 3) We need a copy of the **most current recorded** Quit Claim Deed or Warranty Deed. If you cannot locate your Deed, you can obtain a copy thru the internet (myfloridacounty.com), search the county your resort is located in, Click Public Records or Official Records and then search the current owner's name. Make sure you send us the deed with your correct unit and week and the correct owners. Example: If you have upgraded your unit and week, we need the upgraded version of the deed. If you have transferred your timeshare to a trust or added/removed a name(s) we need that current deed and any Affidavits that may go along with the deed. **IT IS THE OWNERS RESPONSIBILITY TO PROVIDE US WITH ACCURATE INFORMATION.**
- 4) Check or money order for **\$100.00** in **U.S. funds** payable to: **EQUITY LAND TITLE.**

**\*\*FEES ARE PER DEED\*\***

**\*Fees apply to changing your last name only.**

**\*\*Our fees do not include any transfer or verification fees that your resort may charge\*\***

Once all information and funds are received by MAIL in our office, we will prepare the necessary documentation. **The time frame from receipt of a request until documents are sent for signatures is approximately 45 to 60 days.** Once our office has received the completed documents, they go through a review process. We will then forward the Affidavit to the appropriate county for recording. The time frame for the county is usually 4-6 weeks, depending on the county. Upon our receipt of the recorded documents back from the county, we will then mail copies to the necessary parties, along with a copy to the resort.

If you have any questions, please feel free to contact me.

Timeshare Resale Division  
[timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com)

**I APOLOGIZE FOR THE INCONVENIENCE, BUT FAXED OR E-MAILED REQUESTS WILL NOT BE ACCEPTED.**

# REQUEST FOR TIMESHARE TRANSFER FORM

## Legal Name Change

**\*\*THIS FORM DOES NOT CONVEY OR CHANGE THE OWNERSHIP OF PROPERTY\*\***

Name of Resort: \_\_\_\_\_ Unit # \_\_\_\_\_ Week # \_\_\_\_\_

Points \_\_\_\_\_ Account # \_\_\_\_\_ Resort Phone Number: \_\_\_\_\_

Name Change: THIS PROCEDURE IS ONLY FOR IF YOU ARE CHANGING YOUR LAST NAME DUE TO, MARRIAGE, DIVORCE OR COURT ORDER. **IF YOU ARE WANTING TO ADD/REMOVE SOMEONE TO YOUR TIMESHARE, PLEASE CALL US BACK AND GET THE CORRECT PROCEDURE. THIS IS NOT THE CORRECT PROCEDURE TO ADD/REMOVE SOMEONE TO YOUR TIMESHARE.**

### OWNER'S CURRENT NAME FROM THE DEED

Owner changing their name as appears currently on the Deed: \_\_\_\_\_

Social Security # \_\_\_\_\_ Are you a U.S Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Type of Proof for Name Change:** \_\_\_\_\_ Divorce Decree \_\_\_\_\_ Marriage Certificate \_\_\_\_\_ Court Order

**\*\*\* A CHECK FOR OUR OFFICE FEES, A COPY OF YOUR DEED AND PROOF OF YOUR NAME CHANGE MUST BE INCLUDED WITH THIS REQUEST FORM.**

### OWNER'S NEW NAME

**EXACTLY** how you want your name to appear: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country: \_\_\_\_\_

Special instructions: \_\_\_\_\_

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