



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

## **PROCEDURE TO ADD / REMOVE or GIFT**

**This procedure applies ONLY if your timeshare Mortgage is paid off and no money is being exchanged.**

**\*IF YOU ARE A WESTGATE OWNER THIS IS NOT THE CORRECT PROCEDURE. PLEASE CALL US BACK FOR THE APPROPRIATE INSTRUCTIONS.\***

1. The current owner must complete the request for timeshare transfer form. This form must be filled out in English (please print legibly) and provide us with as much information as possible. (Owners must be 18 years of age or older)

2. Please provide our office with the following proof if any of these apply to your transfer.

- If transferring into a Trust, include copy of the first and last page of Trust showing actual name of Trust along with Trustees names and date Trust was established.
- If transferring into a company name, please provide Articles of Incorporation and a Letter of good standing from the state. Please state the name and title of the authorized signer on behalf of the company.
- If you are removing a Deceased person's name, please provide a **Certified** Death Certificate.
- If your name has changed, please provide proof of name change (Marriage Certificate., Divorce Decree, or 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](http://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. Include a Check or money order in **U.S. funds** payable to:  
**EQUITY LAND TITLE, LLC.**

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

**The timeshare is paid in full and you are NOT exchanging money for the timeshare**

### **OUR FEES.**

**\$300.00-** Fee includes preparation of documents, courier fees and recording fees.

**\*\*OUR FEES DO NOT INCLUDE ANY TRANSFER OR VERIFICATION FEES YOUR RESORT MAY CHARGE\*\***

Once all information and funds are received by MAIL in this office, we will prepare the necessary legal documentation. **The time frame from receipt of a request until documents are sent for signatures is approximately 45 to 60 days.** Once we receive the executed documents back from all parties and they have been reviewed by our office, the new deed will be forwarded 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 the originals to the necessary parties, along with a copy to the resort.

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

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

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

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

**CHECK ALL THAT APPLY:** Selling Unit (Money Exchanged) \_\_\_\_\_ Last Name Change \_\_\_\_\_ Deceased /Clearing of title \_\_\_\_\_

Add Name(s) \_\_\_\_\_ Remove Name(s) \_\_\_\_\_ Other \_\_\_\_\_

Do you have an existing Mortgage on your timeshare? Yes \_\_\_\_\_ No \_\_\_\_\_ Approximate Balance \$: \_\_\_\_\_

### **\*\*\*IF YOU SOLD/OR ARE SELLING YOUR TIMESHARE**

**Sales Price: \$** \_\_\_\_\_ U.S Dollars

(Please check and initial which applies)

\_\_\_\_\_ Parties acknowledge that the sales proceeds will be exchanged between both parties and not Equity Land Title, LLC. Equity Land Title, LLC is not to be held liable for the exchange of funds.

\_\_\_\_\_ Equity Land Title, LLC is to hold all funds in escrow and disperse funds once all documents have been executed properly. Equity Land Title will ask for the escrow money at the time of closing. Please do not send in the escrow money with this Request.

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### **CURRENT OWNERS ON DEED/SELLERS**

**Current Owner #1** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Are you a U.S Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**Current Owner #2** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Are you a U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Other Owner(s) and Address: \_\_\_\_\_

I/We hereby give my permission/authorization to release any information regarding my time share to Equity Land Title, LLC or their authorized agents.

\_\_\_\_\_  
Current Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Current Owner Signature \_\_\_\_\_

### **NEW OWNERS/BUYERS/REMAINING OWNERS FOR THE NEW DEED**

**Owner #1(Primary on the Account)** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**(Owner #1's address will be the only address to appear on the deed)** Are you a U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

**Owner #2** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Are you a U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_ \*\*\*\*If Other owners: Attach additional page(s) (Must be 18 years of age or older)

**Please Print EXACTLY as you wish the Names to appear on the new Deed:**

**If only one name appears on the new deed circle one of the following:** Married Single

**If multiple names are to appear on the new deed circle one of the following Vesting Titles:**

**Husband and wife or Joint tenants with the Rights of Survivorship or Tenants in Common**

**Special Instructions:** \_\_\_\_\_