



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

## **PROCEDURE TO CLEAR TITLE DUE TO DEATH**

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

**(Procedure applies to both Husband and Wife listed on Deed or Deed must have wording, “Joint Tenants with Right of Survivorship or J.T.W.R.O.S”).** Otherwise account will have to go thru Probate. Contact Suzanne Kokonski with Greenspoon Marder at 954-491-1120 ext: 1047 or Alan Cohn ext: 1025.

1) The current owner of timeshare must fill out our Request Form. (PLEASE PRINT LEGIBLY).  
This form must be filled out in English.

2) **Certified** copy of Death 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) Include a check or money order for **\$100.00** in **U.S. funds** payable to: **EQUITY LAND TITLE LLC**.  
This fee is to remove the Deceased person’s name only. \*\*\*\*\*FEES ARE PER UNIT/WEEK\*\*\*\*\*

**\*\*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 Affidavits 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

## Deceased/Clearing of Title

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

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

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

**THIS IS NOT THE CORRECT PROCEDURE TO ADD/GIFT YOUR TIMESHARE. IF YOU WANT TO ADD OR GIFT THE TIMESHARE TO SOMEONE, PLEASE CALL US BACK AND GET THE CORRECT PROCEDURE.**

### CURRENT OWNER

**Current Owner:** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Deceased Owner:** Full Name \_\_\_\_\_

Date of Death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

**If Applicable:** Surviving Spouse Name: \_\_\_\_\_

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

**\*\*\*A CHECK FOR OUR OFFICE FEES, A COPY OF YOUR DEED AND A CERTIFIED DEATH CERTIFICATE MUST BE INCLUDED WITH THIS REQUEST FORM.**

### REMAINING OWNER

**Owner to Remain on Deed** Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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

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

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

---

**\*\*\*A CHECK FOR OUR OFFICE FEES, A COPY OF YOUR DEED AND A CERTIFIED DEATH CERTIFICATE MUST BE INCLUDED WITH THIS REQUEST FORM\*\*\***