



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

WESTGATE MORTGAGE PROCEDURE

Westgate Owners: If the account still has a mortgage balance and you want to make a change to your title, you must contact the Name Change Department/Mortgage Administration Dept. with Westgate Resorts at 407-355-1000 Ext 53361 to submit a request for change. Westgate will forward your request to us. *Please DO NOT submit a request to our office.*

Once Westgate approves the request, they will forward the file to our office. Our fees are as followed

- Check or Money Order in **U.S. funds** payable to: **EQUITY LAND TITLE.**
FEES ARE PER DEED

OUR FEES

\$400.00 if your timeshare is **in Florida** and everyone involved in the transfer lives **in** the U.S., Canada or Puerto Rico.

\$450.00 if your timeshare is **out of the state of Florida** or anyone involved in the transfer lives **outside** of the U.S., Canada or Puerto Rico.

Fee includes title search, preparation of documents and recording fees and title insurance for buyer.

If sales price exceeds \$8,000.00, fees may have to be adjusted for recording fees, we will let you know at the time of closing.

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

- Please provide our office with the following proof if any of these apply to your transfer.
 - a) 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.
 - b) 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.
 - c) If you are removing a Deceased person's name, please provide a **Certified** Death Certificate.
 - d) If your name has changed, please provide proof of name change (Marriage Certificate., Divorce Decree, or Name Change Certificate

Once we receive the request from Westgate and funds are received in our office, we will prepare the necessary legal documentation that will transfer the unit. **This 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 executed documents back from all parties and they have been reviewed by our office the President of the resort must sign off on the transfer. After the sign off of the President, 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 (Timeshares not located in Florida can take up to 3 months). 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.

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

Timeshare Resale Division
timeshare@equitylandtitle.com

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