



Timeshare Division  
201 East Pine Street, Suite 500  
Orlando, FL 32801  
407-563-8942 (Office)  
407-563-8943 (Fax)  
[timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com)

RE: New File Request

Dear Timeshare Owner:

Thank you for choosing our company to handle your title change. In order to open a file to make the necessary title changes please complete the enclosed Procedure to clear title and return to the above mentioned address. You must also include a Money Order or Bank Check in US Dollars in the amount of \$125.00 along with a copy of your current deed and the ORIGINAL death certificate.

For faster service, **all (if any) legal documents requiring a signature will be emailed to you.** Please indicate in the Special Instructions Section of the transfer form if you wish to receive your documents via regular USPS mail.

Should you have any questions, please contact our office. We appreciate your business and look forward to being of service to you.

Regards,  
Diana Crozier  
Equity Land Title, LLC  
[timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com)



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

[timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com)

## PROCEDURE TO CLEAR TITLE OF DECEASED

**\*\* (This procedure applies if you are Husband and Wife at the time of death or the Deed must have the wording, "Joint Tenants with Right of Survivorship or J.T.W.R.O.S").** Otherwise, the account will have to go thru Probate to establish heirs.

You will need to contact a probate attorney located in the state your resort is in.

**The following items must be submitted together by mail to the address listed above in order to open a file and begin processing the changes on your timeshare deed.**

- 1) The owner of timeshare must complete our Request Form (see attachment). (PLEASE PRINT LEGIBLY AND IN ENGLISH). Our office is not connected with your resort and therefore we do not have information regarding mailing addresses and contact information for any parties involved.
- 2) **Original Death Certificate or Certified Death Certificate.** Preferably without the cause of death listed as this document will be recorded in the Public Records. The death certificate will be returned to you at the end of the process.
- 3) **Include a copy of your most current recorded Quit Claim Deed, Warranty Deed, Grant Bargain or Sale Deed with the current owner(s) listed along with any recorded documents/Affidavits showing any previous changes you may have made since you purchased the unit. Make sure you send our office the Deed with your correct unit and week and the correct owners. IT IS THE OWNERS RESPONSIBILITY TO PROVIDE OUR OFFICE WITH ACCURATE INFORMATION. If you cannot locate your Deed you can contact the Official Records Clerk's office in the County and State your resort is located in to obtain a copy.**
- 4) Include a Check or money order in **U.S. funds from a U.S. Bank** payable to: **EQUITY LAND TITLE, LLC., in the amount of \$125.00-** (Additional fees will apply if more than one Affidavit needs to be prepared) Fees include records search, preparation of legal documents, courier fees and recording fees for our documents.  
**\*\*Our fees do not include transfer or verification fees that your resort may charge, fees for membership exchange companies or additional taxes for recording.**

**Checks drawn from a foreign bank or not in US funds will not be accepted.**

**Due to our high volume of closings, the best way to receive the quickest response and communicate with our office is via e-mail. [Timeshare@equitylandtitle.com](mailto:Timeshare@equitylandtitle.com)**

# TIMESHARE TRANSFER INFORMATION FORM

## Deceased/Clearing of Title

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.

*THIS IS NOT A LEGAL DOCUMENT*

THE INFORMATION REQUESTED IS SO THAT OUR OFFICE MAY PREPARE TITLE TRANSFER DOCUMENTS IN THE CORRECT MANNER ALL PARTIES ARE REQUESTING. THIS FORM **DOES NOT** NEED TO BE NOTARIZED.

### PLEASE PRINT LEGIBLY

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

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

### CURRENT OWNER

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

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

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

Additional Owner(s): \_\_\_\_\_

### REMAINING OWNER

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

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

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

\*E-Mail Address: \_\_\_\_\_

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

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## OUR PROCESS

The following is Equity Land Title's process from start to finish. Please forward this process to all parties involved in the change/transfer so they are aware of the timeframe involved:

1. Once we receive the items mentioned above, we will deposit the funds and open your file. All legal documents will be emailed **or** mailed to you. Please note your resort may require a transfer fee to update their records. Our office will request this fee when legal documents are mailed for execution.
2. Upon receiving fully executed, witnessed and notarized documents, we will submit to the County Recorder's Office for recordation. The recording department can take anywhere from **2 to 4 weeks** to record and return the original document(s) back to our office. (If the resort is not located in Florida the recording process can take longer).
3. Upon receipt of the final recorded document(s) back from the County Recorder's Office, the original will be sent to you along with a copy to the resort so they can update their records.
4. The entire process can take up to 90 days to complete. Documents missing signatures will delay the process.
5. If you would like the status of your file, please e-mail our office at [timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com) and reference your assigned file number.