

## **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:

Attached is our Procedure, request form and fees to make a change on the timeshare ownership unit. Please carefully review and follow the instructions and items that need to be submitted to our office in order to process your request.

1. Complete the entire Request Form. This form needs to be fully completed with all the current information for all parties involved. Please make sure you print exactly how you would like the new Deed/legal documents to read. **The Request form is not a legal document. It is our information sheet** to open a file for you with Equity Land Title and **begin** processing your transfer. **Our office is not able to pull up your account with the resort, so it is your responsibility to provide our office with all the information required.**
2. Mail all items required on the procedure to our office. All necessary items, including a check for our fees, request form and a copy of the current Deed must be sent to our office together by ground mail. We cannot accept faxed requests as our fees must be included with the request form. Incomplete packages will be returned. Once our office receives your completed request, we will set up a file for you and begin processing
3. **Legal documents for ALL parties to sign and have notarized will be sent out approximately 30 to 60 days upon receipt of your request and cleared funds.** . **Please make sure all parties involved in the transfer will be compliant in signing the legal documents our office will prepare and are over the age of 18. A divorce decree will not be accepted in lieu of a signature and we do not accept most Power of Attorney.** . Once the executed documents from ALL parties have been returned to our office, they will be reviewed to make sure they have been executed properly. Please allow enough time for our office to process the documents returned and review them before checking the status.
4. The legal document(s) will then be submitted to the County Recorder's Office for recording in the public records. The recording department can take anywhere from **4 to 8 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).
5. Upon receipt of the final recorded document(s) back from the County Recorder's Office, the original will be sent to the new owner, along with a copy to the resort.

You will not hear from our office during this process unless there is a problem. If you would like the status of your file at anytime please feel free to e-mail us at the above e-mail address [timeshare@equitylandtitle.com](mailto:timeshare@equitylandtitle.com) and reference your assigned file number. Complete process including recording time could take up to 120 days or more, depending on the transfer.

**Our office does not process any trading/membership companies. (RCI, Interval International, etc...) Nor do our fees include any transfer/estoppel fees that they or your resort may charge.** Faxed and e-mailed requests will not be accepted or reviewed.