



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 change legal name 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 legal proof of name change. A driver's license cannot be accepted.

For faster service, **all legal documents requiring a signature will be emailed to the 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 CHANGE LEGAL NAME

The following items must be submitted together by mail to our address listed above in order to open a file and begin processing the changes you are requesting.

- 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) Include **Proof of legal name change**. (Marriage Certificate, Divorce Decree, Court Order, Name Change Certificate)  
**\*\*Drivers License will not be accepted as proof\*\***
- 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' in the amount of \$125.00-** (Additional fees will apply if more than one Affidavit needs to be prepared) Fees includes, records search, preparation of legal documents, courier fees and recording fees for our documents. Our fees **do not** include transfer fees, verification fees, additional taxes for recording or fees for membership exchange companies.

**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

## Legal Name Change

**\*\*THIS FORM DOES NOT CONVEY OR CHANGE THE OWNERSHIP OF PROPERTY AND DOES NOT NEED TO BE NOTARIZED.**

Name Change: THIS PROCEDURE IS TO CHANGE YOUR LAST NAME DUE TO, MARRIAGE, DIVORCE OR COURT ORDER ONLY. **IF YOU WANT TO ADD/REMOVE SOMEONE TO YOUR TIMESHARE, PLEASE CALL US BACK AND GET THE CORRECT PROCEDURE.**

Name of Resort: \_\_\_\_\_ Unit # \_\_\_\_\_ Week # \_\_\_\_\_  
Points \_\_\_\_\_ Account # \_\_\_\_\_ Resort Phone Number: \_\_\_\_\_

**Type of Proof for Name Change:**  Divorce Decree  Marriage Certificate  Court Order

### **OWNER'S CURRENT NAME LISTED ON THE DEED**

Owners name as appears currently on the Deed: \_\_\_\_\_

Social Security # \_\_\_\_\_ Are you a U.S Citizen: Yes  No  Phone (\_\_\_\_) \_\_\_\_\_

### **OWNER'S NEW NAME**

**EXACTLY** how you want your name to appear: \_\_\_\_\_ 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.