



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 transfer of title. In order to open a file, review and complete the enclosed Timeshare Transfer Information Form and return to the above mentioned address.

You must also include a Money Order or Bank Check in US Dollars in the amount of \$275.00 along with a copy of your current deed and driver's license for all parties involved or a Government issued ID.

For faster service, **all legal documents requiring a signature will be emailed to the Primary Current Owner only**. 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)

## OUR PROCESS

Please forward this process to all parties involved in the change/transfer so they are aware of the timeframe involved:

1. **Return Timeshare Transfer Information Form to Equity Land Title, 201 East Pine Street, Suite 500, Orlando, Florida 32801. Please include:**
  - a. **Pages 1 & 2 of this packet completely filled out and signed. Notary not required.**
  - b. **Check in US Funds from a US Bank in the amount of \$275.00 made payable to 'Equity Land Title'**
  - c. **Legible Copy of ALL parties driver's license or Government Issued Identification Card**
  - d. **Copy of your current Deed**
2. 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 the Primary Current Owner. It will be the Current Owner's responsibility to acquire signatures from each Grantor and return to our attention. 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.
3. 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).
4. 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 so they can update their records. **It will be the New Owner's responsibility to provide copies of the recorded documents to all parties involved.**
5. The entire process can take up to 90 days to complete. Documents missing signatures will delay the process.
6. 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.

## SPECIAL NOTES

If transferring to a company name please include the Articles of Incorporation and Letter of Good Standing.

If transferring to a trust, please include copy of Trust Documents.

Please provide an Original or Certified Copy of Death Certificate for all deceased owners.

We will need proof of name change for any current owner with a different name than the original deed (i.e. Marriage Certificate, Court Order, etc.)

Our office does not process any trading/membership companies. (i.e. RCI, Interval International)

A divorce decree will not be accepted in lieu of a signature.

All Powers of Attorney must be reviewed for compliance for this transaction.

Our office does not verify that the Maintenance and Taxes the resort charges are current on a gift transfer.

Equity Land Title, LLC is not responsible for any fees currently due to the resort and is not to be held liable. The resort will not accept any type of timeshare transfer if the account is past due. It is your responsibility to ensure the account is paid up to date.

RESORTS PROCEDURE TO ADD / REMOVE / GIFT / TRANSFER TO TRUST  
TIMESHARE TRANSFER INFORMATION FORM

<p>Name of Resort: _____</p> <p>Account No.: _____</p> <p>Unit No.: _____</p> <p>Week No.: _____</p> <p>Points: _____</p>	<p style="text-align: center;"><u>Type of Transfer</u> (Please check all that apply)</p> <p><input type="checkbox"/> Legal Name Change due to Marriage/Divorce/Court Order</p> <p><input type="checkbox"/> Deceased/Clearing Title</p> <p><input type="checkbox"/> Add Name</p> <p><input type="checkbox"/> Remove Name</p> <p><input type="checkbox"/> Gifting to New Owner</p> <p><input type="checkbox"/> Transfer to Trust</p>
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**Is there an existing Mortgage on your timeshare? (if yes, please contact our office as this is the incorrect procedure)    Yes or No**

Primary/Current Owner #1 Full Name: \_\_\_\_\_  
(All correspondence will be emailed to the Primary Owner's attention at the below email address)

Street \_\_\_\_\_

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

City \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_      Country \_\_\_\_\_

Current Owner #2 Full Name \_\_\_\_\_

Additional Current Owner Names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We hereby give my permission/authorization to release any information regarding my time share to Equity Land Title, LLC or their authorized agents.

\_\_\_\_\_  
Current Owner Signature

\_\_\_\_\_  
Current Owner Signature

Date \_\_\_\_\_



NEW OWNER INFORMATION

*If it is your intention to remain on the deed, you must also list your information in this section along with all new owners.  
All Owners must be 18 years of age or older*

Primary/**NEW** Owner #1 Full Name \_\_\_\_\_  
(The Original recorded deed will be mailed to the New Primary Owner's attention at the below address)

Street \_\_\_\_\_

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

City \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

**NEW** Owner #2 Full Name: \_\_\_\_\_

Additional **NEW** Owner Names:  
\_\_\_\_\_  
\_\_\_\_\_

Please Print EXACTLY as you wish the Names to appear on the new Deed:  
\_\_\_\_\_  
\_\_\_\_\_

Indicate owner(s) marital status:

- Husband and Wife
- Wife and Husband
- Married
- Single

If multiple names are to appear on the new deed, you have the option of a vesting.

- JOINT TENANTS WITH RIGHT OF SURVIVORSHIP - Should either party listed on the Deed pass away, their interest would be transferred to the surviving owners.
- TENANTS IN COMMON- Should one person pass away, interest would go through probate to establish their heirs.

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF OUR OFFICE DOES NOT RECEIVE FULLY EXECUTED LEGAL DOCUMENTS WITHIN 90 DAYS OF RECEIPT, ALL PARTIES ARE AWARE, ACKNOWLEDGE AND UNDERSTAND YOUR FILE WILL BE AUTOMATICALLY CANCELLED AND ALL FEES, EXCEPTING ANY PAGE RECORDING AND TRANSFER TAXES, ARE NON-REFUNDABLE.