



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

timeshare@equitylandtitle.com

ASSUMPTION OF MORTGAGE PROCEDURE

Some resorts may require you to submit the request for their approval, please contact your resort prior to submitting to our office.

1. **Return Timeshare Transfer Information Form to Equity Land Title, 201 East Pine Street, Suite 500, Orlando, Florida 32801. Please include:**
 - a. **Pages 1 - 3 of this packet completely filled out and signed. Notary not required.**
 - b. **Check or Money Order in U.S. funds from U.S. Bank payable to *Equity Land Title, LLC* in the amount of \$450.00 for this transaction type.**
 - c. **Legible Copy of all parties driver's license or Government Issued Identification Card**
 - d. **Copy of your current Deed, Mortgage and NOTE (showing interest rate and monthly payments)**
 - e. **Proof Maintenance and Taxes are paid up to date with the resort. i.e. owner invoice provided by the resort showing a zero balance.**
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 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.
- 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.
- 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.

TIMESHARE TRANSFER INFORMATION FORM

THIS IS A 2 PAGE FORM

(BOTH FORMS MUST BE SUBMITTED TOGETHER)

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. Name of Resort:

Name of Resort _____ Unit # _____ Week _____ Points _____

Account # _____ Resort Phone Number: _____

Mortgage Balance \$: _____

CURRENT OWNERS ON DEED/SELLERS

Primary/Current Owner #1 Full Name: _____

(All correspondence will be emailed to the Primary Owner's attention at the below email address unless indicated under special instructions on page 2)

Street _____

E-Mail Address: _____

City _____

Phone (____) _____

State _____

Zip _____ Country _____

Current Owner #2 Full Name _____

Additional Current Owner Names:

NEW OWNER INFORMATION

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:

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.

FEES ARE NON REFUNDABLE ONCE LEGAL DOCUMENTS HAVE BEEN PREPARED.

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

Current Owner #1

Current Owner #2

Date:

Current Owner #3

Current Owner #4

Date: