



Timeshare Division
Capital Plaza I, Suite 500
201 East Pine Street
Orlando, Florida 32801
(407) 563-8942 (Office)
(407) 563-8943 (Fax)

Timeshare @equitylandtitle.com

WESTGATE RESORTS MORTGAGE PROCEDURE

****:** If the account still has a mortgage balance. In order to make any changes to your Deed, you must contact the Name Change/Mortgage Administration Dept. with Westgate Resorts at 407-355-1000 Ext 53498 to submit a request for change.

Westgate will forward your request to our office once they have approved.

Please DO NOT submit a request to our office.

Once Westgate approves the request, they will forward the file to our office.

1) Our fees are as followed:

Check or Money Order in **U.S. funds from a U.S. Bank**

Payable to: **EQUITY LAND TITLE.** in the amount of **\$450.00.** ****FEES ARE PER DEED****

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

Fee includes title search, preparation of legal documents and recording fees for our documents.

***If sales price/mortgage balance exceeds \$10,000.00 or your resort is not located in Florida, this fee may have to be adjusted for taxes &/or title insurance.** These additional fees will be requested from you when legal documents are mailed to you for signature(s) if they apply**

****Our fees do not include:** Additional taxes for recording, Resort Transfer Fees or verification fees, or any fees for membership exchange companies.

2) Please provide our office with the following proof, if any of these apply to your transfer.

- a) If transferring into a Trust, include copy of the first and last page of Trust showing actual name of Trust along with Trustees names and date Trust was established.
- b) If transferring into a company name, provide Articles of Incorporation and a Letter of good standing from the state. Please state the name and title of the authorized signer on behalf of the company.
- c) If you are removing a Deceased person's name, provide a **Original or Certified** Death Certificate without the cause of death listed. (the people on the deed must be married **OR** it must say JTWROS on the deed after the names)
- d) If your name has changed, provide proof of name change (Marriage Certificate., Divorce Decree, or Name Change Certificate

Once all the above items and cleared funds are received by MAIL in our office, we will prepare the necessary legal documentation (Deeds/Affidavits) and mail to the appropriate parties for signature(s). **The time frame from receipt of a request until documents are sent for signatures (by ALL parties) is approximately 30 to 60 days, you will not hear from our office during this timeframe.** Once the signed legal documents from ALL parties are returned to our office, we will review and then forward the Deeds/Affidavits to the county recorder's office for recording. You will not hear from our office unless there is a problem. Complete process including recording time could take up to 120 days or more, depending on the transfer.

If you have any questions or need the status of your file, please feel free to contact us at:

timeshare@equitylandtitle.com

I APOLOGIZE FOR THE INCONVENIENCE, BUT FAXED OR E-MAILED REQUESTS WILL NOT BE ACCEPTED.