



Attn: Timeshare Division
100 W. Cypress Creek Road, Suite 700
Fort Lauderdale, Florida 33309
954-527-6242

Timeshare Title Clearing Checklist

This is our request form to clear title of a deceased owner. Please contact our office if you wish to add any owners to the title as this is the incorrect form for that request.

In order to prevent delays in processing, please use this checklist before mailing your request to our office.

We will need the below items for **ALL** new requests:

1. ____ Timeshare Transfer Information Form

2. ____ Copy of Current Deed

3. ____ Original Death Certificate

4. ____ \$150.00 Check or Money Order payable to Equity Land Title per account. Funds must be drawn in US Dollars from a US Bank. Wires and credit card payments are not accepted

Our office can only assist if you were vested as a Joint Tenancy or a married couple. If you were vested as Tenants in Common, then please contact our office as probate will be necessary. These forms are not the legal documents. These are the items this office requires in order to open a file and to prepare your legal documents.

Special Note for Canadian Residents: Please note we cannot accept a Funeral Director's Certificate. We are required to submit an Original or Certified Copy of Death Certificate.

FREQUENTLY ASKED QUESTIONS

1. Can I email the Timeshare Transfer Request Form to you?
No, please mail the request to our office along with a copy of your deed, copy of all IDs, and our fee.
2. How do I pay your company's fees?
Please include a check/money order for our fees. We do not accept wire transfers or credit card payment. Funds must be drawn from a US Bank in US Funds.
3. How do I obtain a copy of my current deed?
If you cannot locate your Deed, you can contact the Official Records Clerk's Office in the County and State where your resort is located to obtain a copy.
4. How do I obtain proof my Mortgage is paid in full?
Contact your resort and request proof of payoff.
5. What happens if I have Maintenance Fees & Taxes that have to be paid?
Please contact the resort to pay your fees. 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.
6. How will I know if you received my procedure?
We always recommend that you send your documents with a tracking number. Due to high volume, it will take approximately 3-4 weeks to create your file.
7. Do all current owners need to sign this initial transfer form?
No, one current owner signature will be sufficient. All current owners will be required to sign the deed that we prepare.
8. Can I use a divorce decree in lieu of an ex-spouse's signature?
No, a divorce decree cannot be used. If the other party is not willing to sign the deed we prepare before a notary, you will need to contact your attorney. It is your responsibility to acquire all the signatures.
9. Can I use Power of Attorney?
Yes. However, our office must approve the Power of Attorney. If acceptable, our office requires the original. We will return to you.
10. How long does the process take?
Once we receive this request from you, it will take our office approximately 3-4 weeks to mail you the deed that will change the title.
11. Can I deed to my minor children?
No. All owners must be over 18 years of age.
12. Are your office fees refundable?
Once the deed is prepared, our office fees are NON REFUNDABLE
13. Do I need the resort's permission to gift or sell to a new owner?
 - a. Your resort may have the First Right of Refusal for title transfers. For most resorts, our office will communicate with the resort to get a waiver for you.
 - b. **FOR WESTGATE RESORTS ONLY.** You do not need the resort's permission if you are transferring to immediate family. If you are not transferring to immediate family, it is your responsibility to contact the Westgate Resorts Developer Services Department at 1-800-249-0545 or developerservices@wgresorts.com to request a waiver. You must request this waiver *before* sending the Transfer Form and fees to our office. If granted, you will need to forward the ORIGINAL waiver signed by Westgate when you submit your request to our office.



Attn: Timeshare Division
 100 W. Cypress Creek Road, Suite 700
 Fort Lauderdale, Florida 33309
 954-527-6242

TIMESHARE TRANSFER INFORMATION FORM

Clearing of Title of Deceased Owner

Please contact our office if you wish to add any owners to the title as this is the incorrect form for that request.

| Account Information | Information for the Decedent |
|-----------------------|-----------------------------------|
| Name of Resort: _____ | Name: _____ |
| Account No.: _____ | Date of Birth: _____ |
| Unit No.: _____ | Date of Death: _____ |
| Week No.: _____ | Gender: _____ |
| Points: _____ | County, State of Residence: _____ |

Surviving Owner: _____

If married to the decedent, what was your Date of Marriage? _____

Street _____

E-Mail Address: _____

City _____

Phone (_____) _____

State: _____ Zip _____

Country _____

Additional Surviving Owner Names:

I/We hereby give my permission/authorization to release any information regarding my time share to Equity Land Title, LLC ("ELT") or their authorized agents. ELT is not responsible for any fees currently due to the resort and is not to be held liable. All parties are aware and acknowledge that our fees are NON-Refundable.

Owner Signature: _____

Date _____

THIS FORM DOES NOT NEED TO BE NOTARIZED.