



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

Timeshare Title Change Checklist

(This is our request form to Add and/or Remove a Name, Gift to New Owner, or Transfer to Trust/Company)

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

We will need the below items for ALL new requests:

1. ____ Timeshare Transfer Information Form – Signed by current owners. Must return page 1 & 2.
2. ____ Copy of Current Deed
3. ____ Copy of Identification (i.e. driver's license, passport, etc.) for ALL parties
4. ____ Verification of Mortgage Payoff (i.e. Payoff letter, recorded Satisfaction of Mortgage)
5. ____ Verification of current Maintenance Fees & Taxes (i.e. invoice showing zero balance, estoppel)
6. ____ \$300.00 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

We only need the below *if applicable*:

7. ____ Copy of Trust Documents or Certificate of Trust, if you are transferring to your trust
8. ____ Original Death Certificate, if any owners are deceased and you were vested as Married or Joint Tenants. Please note we cannot accept a Funeral Director's Certificate. We are required to submit an Original or Certified Copy of Death Certificate.
9. ____ Corporate Documents, if you are transferring to your company. Will need Articles of Incorporation/Organization, Letter of Good Standing, and proof of authorized signors.
10. ____ Proof of Name Change (i.e. Marriage Certificate, Divorce Decree, Court Order). We cannot accept driver's licenses/passports or social security cards as proof.
11. ____ Affidavit of Family OR Waiver of Right of First Refusal. This is for WESTGATE owners only who are gifting to new owners. See Item 14 on Frequently Asked Questions for more details.

These forms are not the deed or legal documents. These are the items this office requires in order to open a file and to prepare your legal documents. Once we receive everything listed above, we will send you a Deed in 3 to 4 weeks. All current owners will be required to sign these future legal documents before a notary.

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. Are there any other fees?
Yes. When you return the deed to our office, we will request a Transfer Fee. This fee is charged by the Resort and it varies by resort. Our office does not keep any of this money. 100% of the fee is sent your resort. This fee is NOT included in our office fees.
14. 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.



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TIMESHARE TRANSFER INFORMATION FORM
(Add and/or Remove a Name, Gift to New Owner, or Transfer to Trust/Company)

Is there an existing Mortgage on your timeshare? If yes, please contact our office as this is the incorrect form.

Form with two columns: Left column for Name of Resort, Account No., Unit No., Week No., Points; Right column for Type of Transfer (Legal Name Change, Clearing a Deceased Person's, Add Name, Remove Name, Gifting to New Owner, Transfer to Trust or Company).

CURRENT OWNER INFORMATION

Please check if transferring to an Immediate Family Member? If yes, please circle one: Mother, Father, Brother, Sister, Spouse, Son, Daughter, Grandparent, Grandchild, Aunt, Uncle, Niece, Nephew.

Primary/Current Owner #1 Full Name:
(Please Note: 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

Additional Current 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. Once we prepare and send you the deed, if our office does not receive fully executed legal documents within 90 days, all parties are aware, acknowledge, and understand your file will automatically cancel and all fees, excepting any page recording, documentary stamps, and intangible tax, are NON-Refundable.

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.

Primary/**NEW** Owner #1 Legal Name: _____
(Once prepared, the Original recorded deed will be mailed to the New Primary Owner's attention at the below address)

Marital Status (Circle One): Married or Single

Gender (Circle One): Male or Female

Street _____

E-Mail Address: _____

City _____

Phone (_____) _____

State _____ Zip _____

Country _____

Additional **NEW** Owners:

Legal Name	Age	Gender (Circle One)
		Male or Female
		Male or Female
		Male or Female
		Male or Female

If multiple names are to appear on the deed, please indicate marital status / vesting below.

Husband and Wife

Wife and Husband

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 be distributed to their heirs.

Special Instructions: _____
