



TITLE CHANGE REQUEST CHECKLIST AND INSTRUCTIONS

Thank you for allowing Interval Servicing to assist you with your title change request. We want your transaction to be processed smoothly and efficiently. Please be sure to review this checklist and instructions.

Required Items:

1. Current Member(s) Information Form. This form must be signed by all parties and notarized.
 - *If all Owner signatures can't be obtained, the Executor/Executrix must sign the form and the signature must be notarized, and legal documentation must be attached). (*)*
2. New Member(s) Information Form. This form must be signed by all parties.
(Please be aware that the information provided on this form will be the full legal name under the new membership agreement).
3. Complete Original Membership Agreement/Contract (booklet) with addendum 1 and addendum 2. Please **DO NOT SEND** photocopies, partial contracts or those marked "For Your Records".
 - If the original Membership Agreement set is not available, use the Lost Membership Contract Affidavit form. The form must be signed by all parties and notarized. *If all Owner signatures cannot be obtained, the Executor/Executrix must sign the form and the signature must be notarized. (*)*
4. Include a check made payable to **Interval Servicing** for US \$135.00 for each title change request. *Please issue the fee separate from any other fee(s) that may be associated with the account.*

Important Documentation: [*]

- If obtaining original signatures is not possible, be sure to include the required supporting documentation:
 - **Death Certificate** with legal documentation appointment the Executor or Executrix
 - **Power of Attorney** that references the specific Membership Agreement / Contract (only valid if the person giving the power of attorney is living).
 - **Divorce Decree** including the court signature / seal and referencing the specific Membership Agreement / Contract.
 - **Proof of Name Change** including a copy of identification and court documents.

Important Instructions:

- The Annual Maintenance / Club Service Fees must be paid before a transfer can be executed:
 - (a) If the unit is committed with an exchange company (for the year committed). See availability
 - (b) If the maintenance fee has been already billed.
- The Membership account must be in good standing or paid in full.
- New Member(s) must acknowledge their first occupancy year. If the unit is committed to external/internal exchange program, the new member(s) must be aware when the unit will first be available to them. Please refer to next page "**Unit Availability Requirements**".



Mail All Forms and Documents To:
Interval Servicing - Title Change Department
3363 West Commercial Boulevard. Suite 202
Fort Lauderdale, Florida 33309 USA

Toll Free (800) 930-5050 Direct (954) 485-5400
TitleChange@IntervalServicing.com
www.IntervalServicing.com



Unit Availability Requirements

*Title Change can only be performed when the unit is **not committed** with any Internal or External program.*

The title change request will be returned if the unit is committed with any of the following programs for more than the current year.

Internal Programs

- Rental Program**
 - If any portion of your Villa/Unit is in the rental program, **it must be removed** in order to process the Title Change. If it is not able to be removed from the rental program, then the title change will be postponed till two weeks after the rental week has passed to assure that proceeds are sent appropriately.
- Resale Program**
 - If your Villa/Unit is currently listed with the Resale program, **it must be removed** in order to process the Title Change. Resale Department must receive a signed letter by all members requesting the removal.
- Guest/Owner Loan**
 - If any portion of your Villa/Unit has a Guest/Owner Loan occupying for the current year (no more than one year), the maintenance fee for that year must be paid prior to the transfer and the buyer must agree in writing of the next year usage.
- Internal/Forced Exchange:**
 - If any portion of your Villa/Unit has been placed in the Internal/Forced Exchange program for the current year (no more than one year), the maintenance fee for that year must be paid prior to the transfer and the buyer must agree in writing of the next year usage.

External Programs

If any portion of your Villa/Unit is listed in one of the following programs, you must contact the company directly to request the removal of your Villa/Unit.*

- Interval International (II)
- Resort Condominium International (RCI)
- Any other company: _____

* In the event that you cannot get the unit back, the title change will not be accepted until the listed year has passed.

*****REMINDER*****

The Annual Maintenance Fees must be paid prior to the transfer:

- ❖ If the account has already been billed
- ❖ If the unit is committed with an external/internal program.



TITLE CHANGE REQUEST

CURRENT MEMBER/TITLE INFORMATION

This form must be notarized

Membership / Contract Information			
Date	Membership / Contract No.	Villa / Unit	Interval / Week

Reason for Title Change (Please circle or select one option)

<input type="checkbox"/> (Adding) or (removing) or (modifying) names from Membership/Agreement	<input type="checkbox"/> Voluntary transfer to family member
<input type="checkbox"/> Legal directive (court order) , (inheritance), (bankruptcy), (divorce), (trust)	<input type="checkbox"/> Private sale processed directly by me or third party

Primary Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email		State / Province	Zip Code	Country
Member Signature		Notary Signature		Date Notarized

Second Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email		State / Province	Zip Code	Country
Member Signature		Notary Signature		Date Notarized

Third Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email		State / Province	Zip Code	Country
Member Signature		Notary Signature		Date Notarized

Fourth Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email		State / Province	Zip Code	Country
Member Signature		Notary Signature		Date Notarized

- If more than four members please attach another form.
- If all Owner signatures cannot be obtained, the Executor/Executrix must sign the form and the signature must be notarized and legal documents must be attached.



Notary Name (Please Print)	SEAL
State Of	
Commission Expires	
Notary Signature	



TITLE CHANGE REQUEST NEW MEMBER/TITLE INFORMATION

Membership / Contract Information			
Membership / Contract No.	Villa / Unit	Interval / Week	First Year Occupancy (Required)

Please be aware that the information provided on this form will be the full legal name under the new membership agreement.

Primary Member (If already a member, please provides us with the account or PI # _____)

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Work Phone	Fax	State / Province	Zip Code	Country
Email		Signature		

Second Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Work Phone	Fax	State / Province	Zip Code	Country
Email		Signature		

Third Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Work Phone	Fax	State / Province	Zip Code	Country
Email		Signature		

Fourth Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Work Phone	Fax	State / Province	Zip Code	Country
Email		Signature		

- If more than four members please attach another form.

NOTE: By our signature(s) we acknowledge that our occupancy begins in the year stated above.

Special Title Instructions

(If titled in a company name, trust or joint ownership, please attach **corporate or trust documentation**)

Please Print or Type





TITLE CHANGE REQUEST

LOST MEMBERSHIP/CONTRACT AFFIDAVIT FORM

(This form must be notarized)

Membership / Contract Information			
Date	Membership / Contract No.	Villa / Unit	Interval / Week

I/We Have Made A Diligent Search For All Original Documents On The Above Mentioned Membership Agreement/Contract, Among My/Our Personal Records, And Are Unable To Locate Them.

Primary Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email	State / Province	Zip Code	Country	
Member /Signature		Notary Signature		Date Notarized

Second Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email	State / Province	Zip Code	Country	
Member Signature		Notary Signature		Date Notarized

Third Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email	State / Province	Zip Code	Country	
Member Signature		Notary Signature		Date Notarized

Fourth Member

Name (Please Print)		Address		
Home Phone	Cell Phone	City		
Email	State / Province	Zip Code	Country	
Member Signature		Notary Signature		Date Notarized

- If more than four members please attach another form.
- If all Owner signatures cannot be obtained, the Executor/Executrix must sign the form and the signature must be notarized and legal documents must be attached.



Notary Name (Please Print)	SEAL
State Of	
Commission Expires	
Notary Signature	