



## Timeshare Transfer Company Checklist

The following checklist is for your use when interviewing prospective timeshare transfer companies you might chose to hire to help you transfer your timeshare title. To ensure you have the information you need prior to signing a contract or paying any fees to a transfer company, ask them to complete this form and return it to you or use it to ask them all these questions when they contact you.

1. What is the name of the owner or CEO and the permanent business address of the company you represent?  
Owner Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
How long has the company been in business under this name? \_\_\_\_\_ years  
Is the company registered to do business in [state listed above]? \_\_Yes \_\_No
2. How long from the time that I pay you or I sign an agreement will your company provide me with transfer services:  
Length of time resale activities will be provided \_\_\_\_\_  
Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_
3. Please tell me the name, business address and website of any other companies that are affiliated with your company that might help you provide transfer services:  
Affiliated Company Name \_\_\_\_\_  
Affiliated Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Affiliated Company Website(s) \_\_\_\_\_
4. How can I be assured that you will transfer my timeshare out of my name as promised? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. May anyone else—other than me as the timeshare owner—occupy, rent, exchange or use my timeshare during the term of our agreement or during the time you are providing me with transfer services? \_\_Yes \_\_No
6. Will any other person or company other than me as the timeshare owner receive money or other benefit generated from the use of my timeshare before it is transferred?  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
7. Please describe your timeshare transfer process and all fees from beginning to end.  
Transfer Process \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Fees and Costs for Services \_\_\_\_\_
8. If your fees, costs or commissions go to pay for the services of a licensed real estate broker or salesperson, please tell me the state or states where broker or salesperson has a license(s) and the name under which the license(s) is held.  
Name \_\_\_\_\_  
License Number \_\_\_\_\_ State \_\_\_\_\_



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9. Will I be required to sign a power of attorney? \_\_\_Yes (Please provide me a copy in advance.) \_\_\_No
10. What will you do with my timeshare after it is transferred out of my name? \_\_\_\_\_  
\_\_\_\_\_
11. Provide the name and address of the individual or company that will own my timeshare after the transfer is complete.  
Name of Individual or Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
The new owner is:  
\_\_\_ Corporation or LLC: Company Name \_\_\_\_\_  
Phone number \_\_\_\_\_ Federal EIN \_\_\_\_\_  
\_\_\_ An individual person:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Is the company or individual affiliated with your company? \_\_\_Yes \_\_\_No
12. Please provide the names of all of the documents will I have to sign \_\_\_\_\_  
\_\_\_\_\_
- Can I see the documents first and have my attorney review them? \_\_\_Yes \_\_\_No  
If No, why? \_\_\_\_\_
13. Please provide a timeline, from the date I sign an agreement to the date my timeshare is transferred \_\_\_\_\_  
\_\_\_\_\_
14. Are there any fees or costs that I must pay or reimburse to you in addition to the initial up-front fee? \_\_\_Yes \_\_\_No  
If Yes, how much and what are they for? \_\_\_\_\_
15. How soon will the transfer be complete (should not exceed 180 days after signing the agreement)? \_\_\_\_\_
16. Please provide me with the name and address of the person or company who is responsible for paying all of my maintenance fees and expenses after you transfer my timeshare.  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
17. On what date will the person or company be obligated to start paying my maintenance fees? \_\_\_\_\_
18. Will you provide me with written evidence of the transfer of ownership of my timeshare, including a copy of any recorded documents within 30 days of the date of the transfer? \_\_\_Yes \_\_\_No  
If No, why? \_\_\_\_\_
19. Will you notify the following within 30 days of the day my timeshare is transferred out of my name to a third party?  
The managing entity or owners' association of my timeshare \_\_\_Yes \_\_\_No  
If No, why? \_\_\_\_\_  
(If applicable) The exchange company for my timeshare \_\_\_Yes \_\_\_No  
If No, why? \_\_\_\_\_
20. Please provide me references--a list of names and phone numbers of other timeshare owners who have used your transfer services.