

LT TRANSFERS

TIMESHARE TRANSFER DOCUMENT PREPARATION FORM

Please print clearly and complete all questions that apply. If you are unsure of an answer, leave it blank. Return this form with copies of available ownership documents. Do not send original documents unless requested. We will review the information provided and contact you if additional documents or clarification are needed.

Office File No.: _____

Date Received: _____

Processor: _____

SECTION 1 | TRANSACTION OVERVIEW

☐ Sale / Purchase ☐ Gift ☐ Family Transfer ☐ Add Owner ☐ Remove Owner

☐ Transfer to/from Trust ☐ Estate / Probate ☐ Divorce ☐ Corporation / LLC ☐ Other: _____

Purchase Price: \$ _____ **Is this a Gift?** ☐ Yes ☐ No **Escrow services requested?** ☐ Yes ☐ No ☐ Unsure

Are the current and new owners related? ☐ Yes ☐ No **If yes, relationship:** _____

SECTION 2 | CURRENT OWNER(S) / GRANTOR(S)

Provide names exactly as they appear on the current recorded deed or ownership certificate.

Full Legal Name(s) _____

Mailing Address _____

City / State / ZIP _____

Phone _____ **Email** _____

Additional owner name (if applicable) _____

(Has your name changed since the original deed was issued? ☐ Yes ☐ No **List current name:** _____

SECTION 3 | NEW OWNER(S) / GRANTEE(S)

Provide full legal names and the mailing address to be used for the new ownership records.

Full Legal Name(s) _____

Mailing Address _____

City / State / ZIP _____

Phone _____ **Email** _____

Additional name(s) (if applicable) _____

New owner status: ☐ Single individual ☐ Married couple ☐ Married individual taking title alone ☐ Trust ☐ Corporation / LLC

(In community property states – Louisiana, Arizona, California, Texas, Washington, Nevada, and New Mexico – an Interspousal Deed may be required, which will involve extra fees) **IF a married individual to will take title alone in a Community Property State, list spouse's full legal name:** _____

If more than one individual will take title:

☐ Joint Tenants with Right of Survivorship ☐ Tenants in Common ☐ Unsure - please contact me

Note: Additional documentation may be required depending on the state, marital status, trust, or business ownership.

SECTION 4 | SPECIAL CIRCUMSTANCES

☐ Deceased owner ☐ Trust ownership ☐ Probate / Estate documents / Summary Administration

☐ Divorce / former spouse ☐ Name change or misspelling ☐ Power of Attorney / Conservatorship

☐ Other: _____ ☐ No special circumstances known

Name(s) of any deceased currently listed owner(s): _____

Has this ownership ever been titled in a family or living trust? ☐ Yes ☐ No ☐ Unsure

SECTION 5 | RESORT AND OWNERSHIP INFORMATION

Resort Name _____	Resort Location (City / State) _____
Management Company _____	Owner / Member / Contract No. _____
Week/Unit No. _____	Week Type ☐ Fixed ☐ Floating ☐ Not applicable
Ownership Type ☐ Deeded ☐ Certificate / Membership / Club Access ☐ Points	New Owner's First Year of Use _____
Current Maintenance Fees Paid? ☐ Yes ☐ No ☐ Unsure	Separate California Tax Bill Paid? ☐ Yes ☐ No ☐ Unsure Tax Amount _____
Transfer Fee required by Resort Management? ☐ Yes ☐ No ☐ Unsure Transfer Fee Amount _____	Is Transfer being handled by a Real Estate Broker? ☐ Yes ☐ No Broker's Name _____

SECTION 6 | DOCUMENTS INCLUDED WITH THIS FORM

- ☐ Current recorded deed ☐ Ownership / membership certificate ☐ Purchase or gift agreement
- ☐ Death certificate ☐ Trust or Certificate of Trust ☐ Probate / estate documents ☐ Attach CA Tax Bill Copy
- ☐ Corporate / LLC documents/Certificate of Good Standing ☐ Power of Attorney / Conservatorship ☐ Photo identification
- ☐ Resort correspondence / transfer forms ☐ Other: _____

Please send copies only. LT Transfers will advise whether certified or original documents are required for your specific transaction.

SECTION 7 | PAYMENT RESPONSIBILITY

LT Transfers document preparation and recording fees	☐ Buyer / New Owner ☐ Seller / Current Owner ☐ Split
Resort or management-company fee(s)	☐ Buyer / New Owner ☐ Seller / Current Owner ☐ Split
Deed search Fee required ☐ Yes ☐ No	☐ Buyer / New Owner ☐ Seller / Current Owner ☐ Split

SECTION 9 | PERSON COMPLETING THIS FORM

Name: _____

Relationship to the transaction: ☐ Current Owner ☐ New Owner ☐ Broker / Agent ☐ Other: _____

Phone: _____ Email: _____

SECTION 10 | RETURN INSTRUCTIONS

Mail: LT Transfers 140 Builders Parkway, Suite A Cornelia, Georgia 30531	Email: readylegal@gmail.com Fax: 706-219-0092 Phone: 706-219-2709
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Thank you for choosing LT Transfers