



## **FEE SCHEDULE**

### **\$525 - SINGLE DEED TO SINGLE DEED**

Transfer all timeshare interest(s) or all Vacation Ownership Interests (VOI's) that were originally purchased together or transferred on the same deed, and the preparation and recording fees for one Deed and one additional document (as needed)

- **Deeds from different properties cannot be combined into one deed**
- Fee includes preparation of the Special Warranty Deed, title investigation, county recording fees, title insurance premium (up to \$10,400 fair market value. Additional title insurance premium will be required to provide coverage in excess of \$10,400 per premium), HOA transfer fee and courier fees.

### **ADDITIONAL FEES**

### **\$200 - SINGLE DEED TO MULTIPLE DEEDS**

Each additional deed to be prepared for timeshare interest(s) or all Vacation Ownership Interests (VOI's) that were originally purchased together on the same deed being separated into multiple deeds.

- Each additional deed will have its own title insurance premium calculated based on the fair market value. If the fair market value is greater than \$10,400 then additional title insurance premium will be required to provide coverage
- Example – One Deed with 2 timeshare interests or 2 VOI's, and you want one to transfer to party A and the second one to transfer to party B

### **\$200 - MULTIPLE DEEDS TO SINGLE DEED**

Each individually recorded deed for timeshare interests or Vacation Ownership Interest (VOI), previously purchased by the same owner(s), and requesting to combine deeds into one deed

- **Deeds from different properties cannot be combined into one deed**
- The owner names must be the same on all previously purchased Deeds
- The title insurance premium will be calculated based on the total combined fair market value. If the total fair market value is greater than \$10,400 then additional title insurance premium will be required to provide coverage
- Example – Two separate Deeds and you want to transfer both to your Trust

### **\$25 – Per Additional Document required for the Deed transfer, if applicable**

- Fee applies to each additional document, other than a deed, if it is required for the Deed Transfer (additional fee if the recording fees exceed \$25 per document)
- Document examples include an Affidavit, Trust documents, Death Certificate, etc. Please refer to Documents required for title change transactions for additional documents that may be required.



## DOCUMENTS REQUIRED FOR TITLE CHANGE TRANSACTIONS

Additional documentation may be required to transfer ownership and to issue title insurance. Below are instances where additional documents are required. Recording of some these documents in Public records may also be required. Please disregard this page if none of the below instances apply.

### **Power of Attorney:**

- Please contact our office to receive a detailed Power of Attorney (POA) instruction package. (recorded)

### **If there is a Deceased Owner/Joint Tenant or Trustee:**

- Original or Certified copy of the Death Certificate for the deceased owner (no photocopies)

### **If Transfer to/from a Trust - A copy of your Trust Certification is preferred OR the following pages from your Trust Document(s)/Agreement:**

- First page/Title Page (showing the name and date of the trust)
- Page that identifies the Grantor(s), Trustee(s) and Successor Trustee(s)
- Powers page (showing specific powers of the Trustee including conveyance of real property)
- Signature page(s) including Notary acknowledgment
- Note: we may ask for a copy of the complete Trust Agreement upon receipt and review of your documents pertaining to the Trust.

### **If Transfer to/from a Corporation - A copy of each of the following documents:**

- An up-to-date Certificate of Good Standing
- Articles of Incorporation or Corporate Resolution, if applicable (recorded)
- Please state the name and title of the authorized signer on behalf of the company, and provide a copy of their government issued photo ID

### **If Transfer to/from a Partnership - A copy of each of the following documents:**

- An up-to-date Certificate of Good Standing
- Partnership Agreement **and** Partnership Affidavit (recorded)
- Please state the name and title of the authorized signer on behalf of the company, and provide a copy of their government issued photo ID

### **If Transfer to/from a Limited Liability Company - A copy of each of the following documents:**

- An up-to-date Certificate of Good Standing
- Operating Agreement or Articles of Organization **and** An LLC Affidavit (recorded)
- Please state the name and title of the authorized signer on behalf of the company, and provide a copy of their government issued photo ID

**Note: Additional documents may be required for dissolved Trusts, Corporations, Partners, Limited Liability Companies, and non-US Entities**

### **Legal Name Changes:**

Copy of Marriage Certificate, Divorce Decree or Court Order listing legal name change

### **If executing documents as Personal Representative of the Estate on behalf of owner:**

- A copy of the probate documents recorded with the County. Please note, the probate document needs be recorded in the same County that the property is located in. Please refer to the included Frequently Asked Questions for further information about probate.



## FREQUENTLY ASKED QUESTIONS

### 1. Why do I need Title Insurance for this transfer?

Title Insurance is necessary to validate that you own the timeshare interest and it was conveyed with clear title. Title Insurance allows the title insurance underwriter to defend your ownership should a claim ever be raised. In the event there is ever a defect in the title that is covered under your title insurance policy and not resolved in your favor, your title insurance ensures that you get reimbursed for the amount of your loss up to the limits of the policy.

### 2. What are transfer taxes and do we need to pay them?

A change in ownership in Florida is subject to transfer taxes (called documentary stamps) when documents are recorded. Generally, when there is a transfer of ownership without any monetary consideration the transfer taxes or documentary stamps are based on minimal consideration. In most cases, transfers through this program will result in transfer taxes or documentary stamps of \$0.70 per deed due to lack of monetary consideration.

### 3. What about property taxes?

For timeshare interests at properties located in Florida, Arizona and Colorado, the property tax is included with the annual maintenance fees so there will not be a need to address this separately. The maintenance fees must be current.

### 4. Will all Benefits be transferred to the new owners?

Not all benefits are transferrable depending on the relationship between current owners and new owners.

If transferring to children, grandchildren, parent or grandparents; if transferring to the owner's trust, Corporation, LLC, or any other entity where the existing owners are the agents; or if adding or removing someone from title but one of the original owners will remain on title, then benefits may be transferable.

It is highly recommended that you contact our Owner Services Department for a detailed explanation of when benefits are transferable. Please call the following numbers for more information: within the United States please call (800) 847-8262, and outside of the United States please call (407)-903-4640.

### 5. Can we transfer the timeshare to our Family Trust?

Yes, you can transfer to a trust. We will require a Trust Certificate or a copy of the Trust document(s) reflecting the trustee(s) power to convey property to do so.

- If there is an outstanding loan and the Trustees are the same individuals currently on title, the loan does not need to be paid off. However, a Note and Mortgage Modification Agreement is required which our office will prepare. The additional cost to prepare the document is \$25.00.



**6. If there is an outstanding loan or maintenance fee lien on the property, can I transfer ownership?**

No, the vacation ownership interest must be free and clear of all encumbrances to utilize this program except as noted for Trusts. If there is an outstanding loan or lien amount, that amount must be paid prior to utilizing this service. We can assist you in obtaining your pay-off information. Once the loan has been paid in full, you may utilize the Florida Deed Transfer Program.

**7. I am giving the timeshare to my friend – can I use this program?**

Yes, as long as there is no consideration involved, you can use this program to facilitate the transfer. However, if there is consideration involved this program does not apply. Please contact us and we will determine how best to assist you based on the specific transaction.

Note that transfers of timeshare interest(s) or Vacation Ownership Interests (VOI's) to non-family members may result in additional educational fees for the new owner and benefits are not transferable.

**8. What do we need if the owner of the timeshare is deceased?**

Transfer after death is governed first by the probate laws in the state where the deceased resided and secondly by manner in which title was taken. In Florida, if title was held by more than one individual (such as husband and wife), minimal documentation may only be needed to transfer ownership. You should first seek the advice from the person handling the probate in the state of residency of the deceased.

**IMPORTANT: If ALL current title holders are deceased, probate in the State of Florida, Arizona or Colorado (must be where the property is located) will be required prior to transferring ownership. In this instance, Vacation Title Services, Inc. can assist only after probate is completed. PLEASE NOTIFY US IMMEDIATELY IF ALL OWNERS ON TITLE ARE DECEASED**

In some cases, these situations may require additional documents to be drawn. Fees will be charged as per the additional fees stated in the Fee Schedule

**9. Can you tell me what my vesting should be?**

No, we cannot provide advice in that regard, however, we can provide you with information regarding the acceptable ways you can hold title and the rules.

**10. If I own more than one timeshare interest and want to transfer them separately can you assist me?**

Yes, as long as the property to be transferred meets the eligibility requirements you can utilize this program for as many transfers as needed. We will charge additional fees as shown in the Fee Schedule.

**11. If the timeshare interest has been awarded in a divorce?**

A copy of the Divorce Decree may be requested, if needed.

- All vested parties must sign the deed to transfer ownership.
- If documents are going to different addresses, specific instructions must be provided for each party.



**12. How will the HOA be notified of this change in ownership?**

Once we have completed the transfer we will notify the HOA and provide them all necessary information to update their records along with the required fee of \$25.00. The \$25.00 transfer fee charged by the HOA is included in the total amount paid to Vistana Title Services, Inc. which will be preparing the documents and issue the title insurance.

**13. If providing Power of Attorney?**

Vistana must be advised if a Power of Attorney will be used prior to the time of documents preparation.

**14. How long will this transfer take?**

The entire process usually takes an average of 8 to 10 weeks, which includes the updates to the management company records as well as all other Vistana Signature Experience systems. We cannot begin the process until we receive your complete information and your payment.

**15. Are there any additional fees in addition to transfer fee of \$ 525.00?**

- Please refer to fee schedule

**16. What are some examples of when I can use “Multiple Deed to Single Deed” according to fee schedule?**

- Accepted Example:
  - Owner wants their 2 VSE Key West contracts combined into one; and
  - Owners names are exactly the same on both previous deeds
    - **If names are not exactly the same, then separate “Single Deed to Single Deed transactions” will need to be completed.**
- Invalid Example:
  - Owner wants their VSE Key West and St. Augustine contracts combined into one deed
  - **This would not apply** since they are not the same property separate “Single Deed to Single Deed transactions” will be completed.