



## Timeshare Resale Company Checklist

*The following checklist is for your use when interviewing prospective timeshare resale companies you might chose to hire to help you sell or rent your timeshare. To ensure you have the information you need prior to signing a contract or paying any fees to a company to advertise or sell your timeshare, ask them to complete this form and return it to you or use it to ask them all these questions when they call 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 resale 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 resale services:  
Affiliated Company Name \_\_\_\_\_  
Affiliated Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Affiliated Company Website(s) \_\_\_\_\_
4. Is this an exclusive resale agreement? If Yes, does that mean I can't try to sell my timeshare on my own or hire a different resale company to help me?  
Exclusive  Yes  No  
Scope of Exclusivity \_\_\_\_\_  
Exclusive From Date \_\_\_\_\_ To Date \_\_\_\_\_
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 resale 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 while it is for sale or rent?  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
7. Please give me a complete description of the timeshare resale activities you will provide and the fees and costs for each service if separately charged, including any commissions that might be paid.  
Description of Resale Activities \_\_\_\_\_  
Fees and Costs for Services \_\_\_\_\_
8. If your fees, costs or commissions go to pay for the eservices 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 \_\_\_\_\_

9. If I have to pay you more than \$500 to sell my timeshare, please provide the information in A or B below or initial (or confirm over the phone) C:

A. The percentage of the number of listings of resale timeshare interests for sale compared to the number of resale timeshare interests actually sold by the timeshare resale entity for each of the past two calendar years: Year 1 \_\_\_% Year 2 \_\_\_%

or

B. The total amount of advance fees collected compared to the total amount of fees and commissions received for the sale of resale timeshare interests by the timeshare resale entity for each of the past two calendar years: Year 1 \_\_\_% Year 2 \_\_\_%

or

\_\_\_\_ C. There is no guarantee that you will sell your timeshare interest at all or within any period of time by purchasing this advertisement. Our only obligation to you in connection with your purchase of an advertisement is to post your advertisement on our website for the agreed length of time and to forward you all inquiries we receive on your behalf.

### Additional Questions to Ask Timeshare Relief/Transfer Companies

*In addition to the above questions, if you are dealing with a company that has offered to transfer your timeshare out of your name for an up-front fee, you can use these questions to obtain more information about the services that they plan on providing.*

1. Please describe your timeshare transfer process from beginning to end.

Transfer Process \_\_\_\_\_  
\_\_\_\_\_

2. 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 Phone number \_\_\_\_\_ Federal EIN \_\_\_\_\_

An individual person

Is the company or individual affiliated with your company?  Yes  No

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? \_\_\_\_\_

Please provide a timeline, from the date I sign an agreement to the date my timeshare is transferred \_\_\_\_\_  
\_\_\_\_\_

2. 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? \_\_\_\_\_

3. How soon will the transfer be complete (should not exceed 180 days after signing the agreement)? \_\_\_\_\_

4. 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 \_\_\_\_\_

6. On what date will the person or company be obligated to start paying my maintenance fees? \_\_\_\_\_

7. 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? \_\_\_\_\_

8. 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? \_\_\_\_\_