# Timeshare Resale Company Checklist

The following checklist is for your use when interviewing prospective timeshare resale companies you might choose 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  ☐ An individual person
   ☐ Phone number __________________________ Federal EIN ____________________
   Is the company or individual affiliated with your company? ☐ Yes ☐ No
   Please provide the names of all of the documents I will 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? __________________________