Timeshare INFORMATION CENTER.US

**CLIENT PREP CHECKLIST**

**Before You Upload**

**EVERY OWNERSHIP IS DIFFERENT — THE RIGHT INFORMATION CHANGES THE OUTCOME**

# TIME · MONEY · FRUSTRATION — Saved.

*For most owners, the value is priceless.*

In order to obtain the most accurate analysis, we work from what you send. The more complete this list, the more specific your packet — and the fewer steps you'll have to redo later. Send what you have; we'll tell you if anything is missing.

## 1 · THE DOCUMENTS

- ☐ **Your deed or ownership contract**
  The recorded deed if you have one, or the original purchase agreement. This is the single most important item — it tells us the ownership type, the legal description, and exactly who is on title.
- ☐ **Your most recent maintenance fee statement**
  Shows the managing association, your account number, and the current balance.
- ☐ **Loan or mortgage paperwork, if the unit was financed**
  A financed ownership and a paid-off ownership follow different paths. If there's a balance, we need to know.
- ☐ **Any letters from the resort, developer, or a collection agency**
  Especially a denial letter. If you've already been told no, that answer shapes the entire strategy.
- ☐ **Photo ID for each person named on the ownership**
  Deleted 90 days after your packet is delivered. See our Privacy Policy.

**Don't have the deed?** Most Florida counties post recorded deeds free on the Clerk of Court website — search the county where the resort sits, by owner name. If you can't locate it, send what you have and note it; we'll work from the maintenance statement.

## 2 · FOUR ANSWERS

- ☐ **Are you current on fees?**
  Current, behind, or in collections — and roughly how much is owed.
- ☐ **Who is on the ownership, and what's their status?**
  Living, deceased, divorced, or unwilling to sign. All of it matters.
- ☐ **Have you already contacted the resort?**
  What you asked, who you spoke with, and what they said.
- ☐ **Has anyone else worked on this for you?**
  An exit company, a transfer service, or a listing. Tell us even if it went badly — especially then.

## 3 · IF IT APPLIES

### IF YOU INHERITED IT

- ☐ Death certificate
- ☐ Letters of Administration, or the court order naming the personal representative
- ☐ The will or trust, if there is one

### IF IT'S POINTS OR A CLUB

- ☐ Your points balance and member number
- ☐ Exchange membership (RCI, Interval), if any

**WHAT HAPPENS NEXT**

### Two timelines — know both

**Your packet:** as little as 30 minutes after we have your documents and payment. **Your exit:** never less than 5 weeks, most often 5 weeks to 18 months. That second clock belongs to your resort, not to us.

**OUR GUARANTEE**

### If we can't map a path, you get every dollar back

If our analyst determines there is no viable exit path for your ownership, we don't deliver a packet and your payment is refunded in full — same session. No claim window, no deductions.

**Questions while you gather?** Call (866) 260-7604
Mon–Fri, 9:00 AM–5:00 PM ET
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