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?**
  Another 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 resort's process:** never less than 5 weeks, most often 5 weeks to 18 months. That second clock is theirs, not ours.

OUR GUARANTEE

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

If our analyst determines there is no viable 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
Info@TimeshareInformationCenter.US · TimeshareInformationCenter.us

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