External Transfer Requirements - Domestic

Please note that new owners will not be able to utilize the timeshare interest until all necessary documents and information described below are provided. Additional information may be needed once we review your request. Due to the volume of transfers being received, this process could take 30 – 60 business days.

REQUIRED DOCUMENTS & INFORMATION

- External Transfer Form (all required fields must be completed or transfer may be delayed)
- Copy of all pages of the new recorded deed – absolutely no exceptions
  (If property is Aruba, Original Ownership Certificate MUST be returned along with the External Transfer Form)
- First Year of Occupancy/Usage for the new buyer
- Complete address and telephone number for each new Owner (Transferee/Buyer)
- Copy of driver's license, passport, or government issued identification for each new Owner (Transferee/Buyer)
- Relationship between previous Owner and new Owner (i.e. Transferor(s) = Parent(s) and Transferee(s) = Child(ren), or No Relationship between Transferor(s) and Transferee(s), etc.)
- Existing Customer ID for all new Owners (Transferee/Buyer), if applicable
- Contact name and email address for Sales/Closing Agent, if applicable (email confirmation will be sent when completed
- Copy of Right of First Refusal (ROFR) obtained from Resale Operations – see below for contact information.

If the week is enrolled in the Marriott Vacation Club Destinations Exchange program, we will un-enroll the inventory during the process, then the new owner will have to accept the re-enrollment request that will be sent from webmaster@ vacationclub.com. This is applicable only if the new owner qualifies for the Marriott Vacation Club Destinations Exchange program. i.e. parent to child transfer, husband to wife, etc.

FEES - payable with credit card authorization or check payable to Marriott Vacation Club

- $25.00 fee per week per transfer for MVCI and Horizons property
- $50.00 fee per interest per transfer for Grand Residence property
- $50.00 fee per interest per transfer for Ritz Carlton property
- $100.00 fee per week per transfer for Aruba property
- $25.00 for replacement certificate
- $250.00 fee per week per transfer for Marbella, Club Son Antem, Phuket, Playa Andaluza, Village de'lle-de-France and 47 Park Street properties
- $25.00 per legal name change (divorce, marriage, etc.) (copy of legal document required)
- $25.00 per corporation agent change to add or remove agent.
- $50.00 per amenity user to add to an account (International properties only)

Please submit all documents and information to:

Marriott Vacations Worldwide
Attn: Ownership Transfer Group
1200 Bartow Road, Suite 15
Lakeland, FL. 33801-5903

****Additional information/documents may be required for some external transfers.

Submit F**inance Estoppel** requests to: MVCI.FinanceEstoppels@vacationclub.com | Fax: 863-284-5410
Submit **Usage Estoppel** requests to: MVWSLCEstoppels@vacationclub.com | Fax: 801-468-4295 Attn: Internet Communications Department
Submit **Right of First Refusal** requests to: rofr.requests@mvwc.com | Fax: 407-903-5995

External Transfer Requirements for Marriott Vacation Club Destinations™

Please note that new Owners will not be able to utilize the timeshare interest until all necessary documents and information described below are provided. Due to the volume of transfers being received, this process could take 15 – 30 business days

REQUIRED DOCUMENTS & INFORMATION

- External Transfer Form *(all required fields must be completed or transfer may be delayed)*
- Copy of all pages of the new recorded deed – ***absolutely no exceptions***
- First Year of Occupancy/Usage for the new buyer
- Please ensure you validate the Anniversary Date for the Use Year of Points with the Seller, as it cannot be changed *(Beneficial Interest only)*
- Complete address and telephone number for each new Owner *(Transferee/Buyer)*
- Copy of driver's license, passport, or government issued identification for each new Owner *(Transferee/Buyer)*
- Relationship between previous Owner and new Owner *(i.e. Transferor(s) = Parent(s) and Transferee(s) = Child(ren), or No Relationship between Transferor(s) and Transferee(s), etc.)*
- Existing Customer ID for all new Owners *(Transferee/Buyer)*, if applicable
- Contact name and email address for Sales/Closing Agent, if applicable *(email will be sent when completed)*
- A Right of First Refusal (ROFR) will be required for all Beneficial Interest transfers *(please see below for the email address and fax number - MVC Points only. This must be included with the documents you send in)*

FEES - checks payable to Marriott Vacation Worldwide or MVW

- $300 Education Fee for Marriott Vacation Club Destinations is required in order to complete a transfer if the new Owner is not already the Owner of a Beneficial Interest, or has week*(s)* enrolled in or affiliated with MVC Destinations. No personal checks are accepted, cashier's checks only. Funds from title agencies acceptable.
- $750 per Beneficial Interest, with a $3,000 minimum, for Marriott Vacation Club Destinations for Initiation Fee is required in order to complete a transfer. This fee is required to gain access to the Exchange program. No personal checks are accepted, cashier's checks only. Funds from title agencies acceptable.
- $25.00 per legal name change *(divorce, marriage, etc. - must have copy of marriage certificate)*
- $25.00 per corporation agent change to add or remove agent *(must have corporation documents with request)*

Please submit all documents and information to:
Marriott Vacation Worldwide
Attn: Ownership Transfer Group
1200 Bartow Road, Suite 15
Lakeland, FL 33801-5903

You may also fax the forms and documentation to **our secured fax number: 863-284-5319.**

Additional information/documents may be required for some external transfers.

Send **Finance Estoppel** requests to: MVCI.FinanceEstoppels@vacationclub.com | Fax: 863-284-5410
Send **Usage Estoppel** requests to: MVWSLCLetReq@vacationclub.com | Fax: 801-828-1031 Attn: Internet Communications Department
Send **Right of First Refusal** requests to: rofr.requests@mvwc.com | Fax: 407-903-5995

External Transfer Requirements – Los Sueños – Costa Rica

Please note that new owners will not be able to utilize the timeshare interest until all necessary documents and information described below are provided. Additional information may be needed once we review your request. Due to the volume of transfers being received, this process could take 30 – 60 business days.

REQUIRED DOCUMENTS & INFORMATION

- External Transfer Form (all required fields must be completed or transfer may be delayed)
- Copy of all pages of the new recorded deed – English version – absolutely no exceptions
- First Year of Occupancy/Usage for the new buyer
- Complete address and telephone number for each new Owner (Transferee/Buyer)
- Copy of driver's license, passport, or government issued identification for each new Owner (Transferee/Buyer)
- Relationship between previous Owner and new Owner (i.e. Transferor(s) = Parent(s) and Transferee(s) = Child(ren), or No Relationship between Transferor(s) and Transferee(s), etc.)
- Existing Customer ID for all new Owners (Transferee/Buyer), if applicable
- Contact name and email address for Sales/Closing Agent, if applicable (email confirmation will be sent when completed
- Copy of Right of First Refusal Waiver (ROFR) – see below for contact information

If the week is enrolled in the Marriott Vacation Club Destinations Exchange program, we will un-enroll the inventory during the process, then the new owner will have to accept the re-enrollment request that will be sent from webmaster@ vacationclub.com. This is applicable only if the new owner qualifies for the Marriott Vacation Club Destinations Exchange program. i.e. parent to child transfer, husband to wife, etc.

FEES - checks payable to MVW or Marriott Vacations Worldwide

- $25.00 fee per week per transfer
- $25.00 per legal name change (divorce, marriage, etc.) (copy of legal document required)
- $25.00 per corporation agent change to add or remove agent

Please submit all documents and information to:

Marriott Vacations Worldwide Attn: Ownership Transfer Group 1200 Bartow Road, Suite 15 Lakeland, FL. 33801-5903

****Additional information/documents may be required for some external transfers.

Submit F**inance Estoppel** requests to: MVCI.FinanceEstoppels@vacationclub.com | Fax: 863-284-5410
Submit **Usage Estoppel** requests to: MVWSLCEstoppels@vacationclub.com | Fax: 801-468-4295 Attn: Internet Communications Department
Submit **Right of First Refusal** requests to: rofr.requests@mvwc.com | Fax: 407-903-5995

Please note the new recorded deed must be prepared and recorded in Costa Rica. You may contact any of the attorneys listed below who are not associated with Marriott Vacation Club, or any other attorney of your choice in Costa Rica.

- Gabriela Valladares - Navas Law (https://www.navaslaw.com)
  Gabrielavalladares@navaslaw.com

- Andrés Calvo (Independent attorney and Notary Public)
  Andrescalvo@me.com

- Nicole Herrera - Daremblum (www.daremblum.com)
  Nicole@daremblum.com

External Transfer Requirements (International)

A transfer of ownership for an external resale would require a new Holiday Ownership Transfer Agreement *("HOTA")* to be prepared. When the HOTA is prepared, it is sent to the transferor/seller and the transferee/buyer (or closing company, if applicable) to sign. After receiving the signed HOTA back, changes are made to the internal records. Final documents will be sent to the transferee/buyer. The process of creating the new HOTA can take up to 30 business days from receipt of the complete transfer package due to the volume of external transfers currently being received. The following must be provided to Owner Modifications to start the process:

REQUIRED DOCUMENTS AND INFORMATION

- Completed External Transfer Form *(enclosed)*
- Copy of original Term Sheet, if available
- First Year of Occupancy/Usage for the new buyer
- **Original** Certificate of Ownership – not a copy *(for Aruba Surf Club & Aruba Ocean Club only)*
- $250.00 transfer fee for Europe & Asia properties; $100 transfer fee for Aruba *(this fee is per week, per transfer)*
  Paid with credit card authorization or check payable to Marriott Vacation Club
- First Year of Occupancy/Usage for the new Owner
- Copy of Transferee*(s)*/Buyer*(s)* passports, driver's license or government issued identification *(for all new & remaining Owners)*
- Relationship between previous Owner and new Owner *(i.e. seller = parents/buyer = child, no relationship, etc.)*
- *Relationship between new owner and amenity users being added*
- Is the transfer a "sale" or a "gift"?
- Confirm maintenance fees are paid in full
- Confirm loan is paid in full, if applicable
- Copy of Right of First Refusal Waiver, if applicable

If the week is enrolled in the Marriott Vacation Club Destinations Exchange program, we will un-enroll the inventory during the process, then the new owner will have to accept the re-enrollment request that will be sent from webmaster@ vacationclub.com. This is applicable only if the new owner qualifies for the Marriott Vacation Club Destinations Exchange program. i.e. parent to child transfer, husband to wife, etc.

Please submit all documents and information to:
Marriott Vacation Club
Attn: Ownership Modifications
1200 Bartow Road, Suite 15
Lakeland, FL 33801

You may also fax the forms and documentation to our secured **fax number: 863-284-5319**.

If any of the listed items above are missing from the transfer package, the transfer of ownership **WILL NOT** be completed and an Owner Modifications Specialist will contact you.

Additional information/documents may be required for some external transfers.

Send **Finance Estoppel** requests to: MVCI.FinanceEstoppels@vacationclub.com | Fax # 863-284-5410
Send **Right of First Refusal** requests to: rofr.requests@mvwc.com | Fax # 407-903-5995

Authorization to Release Information

Seller's Name:

Inventory:

The undersign Seller(s) hereby represent that I/we am/are the current owner(s) of the above referenced Interest. Seller(s) has/have entered into a certain Open Listing Agreement with *Vacation Ownership Services Title Agency (VOSTA) to sell the above referenced Interest to a third party

Seller(s) hereby authorize Broker and/or affiliate(s) to furnish all information necessary for the resale of the Interest to *VOSTA. This information includes, but is not limited to, the status of current year's maintenance fees, prior year's maintenance fees, outstanding late fees, penalties and/or lien fees, if any, current outstanding loan balances, if any and information regarding any reservations made by Seller(s) for the current or future use years.

**Please enter the Title Company Name*

Seller: _____

Print Name:

Date:

Seller: _____

Print Name:

Date:

Seller: _____

Print Name:

Date:

Seller: _____

Print Name:

Date:

Vacation Ownership Services Title Agency
www.VacationOwnershipServices.com
Support@VacationOwnershipServices.com
760.517.7870

MARRIOTT VACATION CLUB®

External Transfer Form - Domestic

Transferor(s)/Seller(s) Name:
Address:

Phone Number:
Email Address:

Primary Transferee/Buyer's Name:
Address:

Phone Number:
Email Address:
(For additional Transferees/Buyers, see Page 2)

Transferor(s)/Seller(s) Exsting Owner Number:
Transferee(s)/Buyer(s) Existing Owner Number *(if applicable)*:
Inventory ID *(Resort/Unit/Week)*:
First Year of Occupancy/Usage for Buyer:
Relationship between Transferor(s) and Transferee(s):
*(**Example:** Transferor = Parent(s) & Transferee = Child(ren); or, No Relationship between Transferor & Transferee, etc.)*

Closing Agent's Name:
Closing Agent's Email Address *(if applicable)*:
Confirmations will be sent only to email addresses listed here

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Copy of entire new recorded Deed enclosed? ☐
Transfer and Waiver fees enclosed? ☐
Copy of driver's license(s) or passport(s)? ☐
*(**MUST** be provided for all title holders)*

As an integral part of providing you services in support of your new ownership of a timeshare interest, the personal information you provide in connection with this transfer process and your ownership of a timeshare interest will be processed and stored in the country in which it is collected and is also transferred to our offices in the United States.

Transfers will not be completed until all necessary documents and information described above is provided. A letter will be sent requesting any missing information which will delay your transfer. Once the transfer is complete, you will receive a confirmation letter with your new Owner number(s).

MARRIOTT VACATION CLUB®

External Transfer Form - Domestic

For Additional Transferee(s)/Buyer(s)

If your week is enrolled with the Marriott Vacation Club Destinations Exchange™ Program, the week needs to be un-enrolled and you would have to accept re-enrollment by email in order to complete the request. You will receive the email from webmaster@vacationclub.com.

Additional Transferee/Buyer Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

Additional Transferee/Buyer Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

Additional Transferee/Buyer Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____
