

HYATT Vacation Ownership

EXTERNAL TRANSFER REQUIREMENTS



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. The HRC membership will be transferred to the new owner(s) within thirty (30) business days from the date all requirements are met.

Required Documents and Information

- ☐ External Transfer Form – *All fields must be completed*
- ☐ Copy of all pages of the New Recorded Deed – *Absolutely NO Exceptions*
- ☐ Current year dues must be paid in full
- ☐ ROFR WAIVER – for ROFR information please email ROFR.Requests@mvwc.com-
For **Siesta Key** properties please submit your request to Dunlap & Moran at cmckeehan@dunlapmoran.com.
- ☐ If the property is mortgaged, the loan must be paid in full before it is transferred to new owners
- ☐ Complete address, telephone number and email address for **EACH** new owner (Transferee/Buyer)
- ☐ Copy of Driver's License or Passport or Government Issued ID for **EACH** new owner or agent (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 account number for new owner (Transferee/Buyer), if applicable
- ☐ Contact name and email address for Sales/Closing Agent, if applicable
- ☐ For a legal name change request, we require copy of Driver's License or Passport with the new name and copy of the legal document (i.e. marriage certificate, divorce decree, court order, etc.)

Due to the volume of transfers currently being received, this process could take between 15 – 30 business days

Fee (select one) - CHECKS PAYABLE TO Hyatt Residence Club

- ☐ **\$650.00** for a transfer due to sale
- ☐ **\$650.00** for a transfer to a friend as a sale or a gift

HYATT Vacation Ownership

EXTERNAL TRANSFER REQUIREMENTS



- ☐ **\$250.00** for a transfer to a family member as a gift
- ☐ **\$100.00** for a transfer of your property to your trust or your business.
- ☐ **\$25.00** to add or remove an owner
- ☐ **\$25.00** per Corporation Agent Change to add or remove agent
- ☐ **\$25.00** per name change

Please forward all information to:

By Mail:

- Hyatt Residence Club, **Attention:** Transfer Team, 1200 Bartow Road, Suite 15, Lakeland, FL 33801

By Fax:

- Hyatt Residence Club, **Attention:** Transfer Team. Fax # 863-284-5319

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

Send inquiries to: HVOtransfer@vacationclub.com

Send HVO Estoppel Requests to:

- Finance Estoppels to HVOtransfer@vacationclub.com
- Usage Verification Request to mvworlaccountsupport@vacationclub.com

Send Right of First Refusal Requests to:

ROFR.Requests@mvwc.com

Do not send any other request with ROFR

Fax: 407.903.5995

HYATT Vacation Ownership

EXTERNAL TRANSFER FORM



Transferor(s)/Seller(s) Name	
Address	
Phone Number	
Email Address	

Primary Transferee/Buyer's Name <i>(For additional Transferees/Buyers see pg 2)</i>	
Address	
Phone Number	
Email Address	

Transferor(s) / Seller(s) Existing Account Number	
Transferee(s) / Buyer(s) Existing Account Number <i>(if applicable)</i>	
Inventory (Resort / Unit / Week)	
Relationship between Transferor(s) & Transferee(s)	
Example: Transferor = Parent(s) & Transferee = Child(ren) or No Relationship between Transferor & Transferee, etc.	
Closing Agent's Name <i>(if applicable)</i>	
Closing Agent's Email Address <i>(if applicable)</i>	

Copy of Entire New Recorded Deed enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transfer fees enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of Driver License(s) or Passport(s)? <i>(Must be provided for all title holders)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

As an integral part of providing you services in support of your new ownership of 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.**

The new owner will receive a confirmation letter with the new account number once the transfer is complete.

Please use this sheet to add any additional Transferees/Buyers

Additional Transferee/Buyer's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	

Additional Transferee/Buyer's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	

Additional Transferee/Buyer's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	