

EXTERNAL CHANGES/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.

Required Documents and Information to be provided by the Requestor

- External Transfer Form – *All fields must be completed.*
- Copy of all pages of the New Recorded Deed – *Absolutely NO Exceptions*
- First Year of Occupancy / Usage for the new owner - *Does not apply to the Residence Club properties.*
- ROFR WAIVER – for ROFR information please email rofr.requests@mvmc.com - *Does not apply to Residence Club properties*
- Complete address, telephone number and email address for **EACH** new owner (Transferee/Buyer)
- Legible and valid 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 is **required** (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

Fees: - *Do not apply to the Residence Club properties*

- \$25.00 fee per week of Transfer for Vistana properties (Pertains only to properties in Florida, Hawaii, Mexico, Sheraton Flex, Westin Flex, Sunset Bay, Coral Vista, Westin Desert Willow, and Westin Mission Hills)
- \$25.00 fee per legal Name Change (Divorce, Marriage, Court Approved, Etc.). A copy of legal documentation and Government issued ID with new name must be provided. Entity name changes must provide Corporation documents showing name change.
- \$25.00 fee per Corporation Agent change to add or remove Entity Agent(s)

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

Please forward all information to:

By Mail:

- Vistana Signature Experiences, **Attention:** Owner Modifications 1200 Bartow Road, Suite 15, Lakeland, FL 33801

By Secure Fax:

- Vistana Signature Experiences, **Attention:** HOA Title Changes. Fax # 863-284-5319

Checks or Money Orders payable to:

- The association's name found on your annual maintenance fees invoice.

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

- **Send VSE Finance Estoppel Requests and transfer request to:** titlechanges@mvmc.com
- **Send VSE Finance Usage Verification to:** mvmworlaccountsupport@vacationclub.com
- **Send The Residence Club Usage Verification to:** memberservices@theresidenceclub.com
- **Send ROFR Requests to:** rofr.requests@mvmc.com

VISTANA SIGNATURE EXPERIENCES

EXTERNAL CHANGES/TRANSFER FORM



Current owner(s) Name	
Address	
Phone Number	
Email Address	

New owner's Name <i>(For additional Owners see pg. 2)</i>	
Address	
Phone Number	
Email Address	

Current owner(s) Account Number	
New owner(s) Existing Account Number <i>(if applicable)</i>	
Inventory (Resort / Unit / Week)	
First Year of Occupancy / Usage for Buyer	
Relationship (REQUIRED) between previous & new owner. If no relationship and if it's a gift please indicate "Gift"	
Example: Previous owner = Parent(s) & new owner = Child(ren) or No Relationship between Previous owner & New owner, etc.	
Closing Agent's Name <i>(if applicable)</i>	
Closing Agent's Email Address <i>(if applicable)</i> <i>Confirmations will be sent only to email addresses listed here</i>	

FOLLOWING ITEMS ARE REQUIRED FOR <u>ALL</u> TRANSFERS – ADDITIONAL ITEMS MAY BE REQUIRED		
Copy of Entire New Recorded Deed enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transfer fees are enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Legible and valid copy of Driver License(s) or Passport(s)? <i>(for all new title holders)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Transfers will not be completed until all necessary documents and information described above is provided. A letter OR email will be sent requesting any missing information, which will delay your transfer. The new owner will receive a confirmation letter once the transfer is complete.

Please use this sheet to add any additional New owners:

Additional new owner's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	

Additional new owner's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	

Additional new owner's Name	
Address	
Home Phone Number	
Cell Phone Number	
Email Address	

As an integral part of providing, your 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.