

Royal Vacation Suites

To make changes to the name or names on your membership at **Royal Vacation Suites**, please complete the following steps:

Step 1: Please mail the following to our office in order to complete your request:

- The completed assignment of membership form located on the back of the original Certificate of Membership. **All parties** must sign the document and have their signatures notarized. If the original Certificate of Membership is not available, please provide a letter, **signed and notarized by all parties**, that includes the **contract number** being transferred.
- New member's address and other contact information
- First year of occupancy for the new member
- Documentation showing that the seller is free and clear of any mortgages or liens on the interval being transferred. Please see below for an example of acceptable documentation:
 - A letter from the original mortgage servicer stating that loan is paid in full.
- A certified copy of the Death Certificate. (if applicable)
- A copy of the Divorce Decree stating ownership *or* a **signed notarized** letter from all members, authorizing the change. (if applicable)
- A certified copy of the marriage certificate (if applicable)

Step 2: Include a Transfer Fee check **payable to Trading Places** (please see amounts below).

Transfer Fee:

Private transfer	\$175.00 Per Interval (week)
Family member	\$100.00 Per Interval (week)
Change as a result of death	\$0 Per Interval (week)
Court Order (divorce decree, etc.)*	\$0 Per Interval (week)

***Your Royal Vacation Suites membership must be listed in the decree.**

Step 3: Mail all required documents/information to:

Trading Places International
Attention: Transfer Department
25510 Commercentre Drive, Suite 100
Lake Forest, CA 92630

Please note: All incomplete transfer packets will be mailed back for correction.

If you have any questions regarding this information please do not hesitate to contact Trading Places International at **800-280-6998**.

