

## **Royal Resort Owners Association**

To make changes to the name or names on your ownership at **Royal Resort**, please complete the following steps:

**Step 1:** You will need a new deed reflecting the change. You may obtain one with assistance from an independent escrow/title company such as Chicago Title Timeshare at 844-259-0326 or <http://www.ChicagoTitleTimeshare.com/vri-tpi/>. Other options for obtaining a deed are available; please check your local resources for more information.

**Step 2:** Submit your completed, signed and notarized deed to be recorded in the Clark County Recorder's office.

**For more information on where to mail your documents to be recorded, please refer to:**

**Clark County Recorder**

**Website:** <http://www.accessclarkcounty.com>

**Address:** 500 S Grand Central Pkwy, 2<sup>nd</sup> Floor, Las Vegas, NV 89155-1510

**Phone Number:** 702-455-4336

**Step 3:** Please mail the following to our office in order to complete your request:

- A copy of the recorded deed reflecting changes
- The new owner's address and other contact information
- First year of usage for the new owner
- Documentation showing that the seller is free and clear of any mortgages or liens on the interval being transferred. Please see below for examples of acceptable documentation:
  - A "Full Reconveyance" that has been recorded in Douglas County, Nevada.
  - A letter from the original mortgage servicer stating that loan is paid in full.
- 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 Resort timeshare must be listed in the decree.

**Step 4:** 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**.