

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 buyer
- ☐ ROFR WAIVER – for ROFR information please email rofr.requests@mvwc.com - *Does not apply to the The Residence Club properties*
- ☐ 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

Fees:

- \$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

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



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

Primary Transferee or 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)	
First Year of Occupancy / Usage for Buyer	
Relationship between Transferor(s) & Transferee(s) if no relationship and if it's a gift please indicate "Gift"	
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 are 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

****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. Once the transfer is complete, new Owner will receive a confirmation letter. The new owner will receive a confirmation letter 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	

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. By signing this document, I acknowledge that the above information is correct.

Transferee / Buyer Signature	Transferee / Buyer Signature