



CHANGE OF INFORMATION FORM

REASON (please indicate below)

- Divorce Death Marriage Multiple ownership
 Mailing address Email address Personal

I / We (Names) _____ am/are
hereby requesting a change to my/our:

1. Timeshare Lease # _____
2. Share # _____
3. Share (up to 3rd degree of kinship specify relationship)

Signature: _____

OWNERSHIP

- 1: Remove owner: _____
- 2: Change owner: _____
- 3: Add owner: _____

NEW NAME(S) IS/ARE AS FOLLOWS:

Name(s): _____ (PRINT)

Address: _____ (PRINT)

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ (PRINT)

E-mail address: _____ (PRINT)

Signature: _____ Date: _____ (mo/dy/yr)

Signature: _____ Date: _____ (mo/dy/yr)

Please initial each page on the bottom right-hand corner and provide your full signature on the last page in the space indicated.



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NEW MAILING ADDRESS:

NEW EMAIL ADDRESS:

Old email address:

New email address:

General comments:

To process your request correctly complete all applicable information requested on the form. **The administration fee is US\$ 475, - for the first week and US\$ 150, - for each additional week for all changes.** For changes as a result of death and for Shares only **the administration fee is US\$100.00 for the first week and US\$ 50.00 for each additional week.**

Divorce: A copy of the divorce papers where it clearly states who is to keep the timeshare unit and/or share. This information will be used to automatically change the information of your timeshare unit and/or share will be changed. | **Death:** A copy of the death certificate. The timeshare unit and/or share will be changed automatically to spouse, co-owner or beneficiaries on file. In case there is no beneficiary on our files, a copy of the will and/or any other paperwork stating who is /are the surviving beneficiaries is required. | **Marriage:** A copy of marriage certificate is required. | **Addition or removal of owner.** | **Change of mailing address.** | **Change of email address.** | **Personal**

For validation of any request:

- Valid ID of all persons need to be provided
- **ALL** owners on the lease must sign this agreement
- The original **MUST** be notarized
- **Paradise Beach Villas MUST receive an original notarized agreement**
- The request will **ONLY** be completed if **ALL** requirements are met

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