



Hilton Grand Vacations

Title Change Request Form

All Services are subject to fees and loan must be paid in full. The preliminary information below is required to start the process. This is a legal transaction which may require signature/notarization on Documents for all parties involved.

1. Complete all the fields below by typing in the information. Do not handwrite.
2. Save completed form to your desktop.
3. E-mail TitleServices@hgvc.com and include "TITLE CHANGE REQUEST" in the subject line. Be sure to attach the completed form and copies of all additional supplemental documents as needed (copy death certificate, divorce decree, marriage certificate, Trust documents, Corporate documents, etc.). Originals will be required later in the process.

| | <u>FULL NAME</u> | <u>E-MAIL ADDRESS REQUIRED</u> |
|---|------------------|--------------------------------|
| ALL <u>CURRENT</u> Owner(s) full name(s) and e-mail(s) <u>REQUIRED</u> | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| ALL <u>NEW</u> Owner(s) full name(s), and e-mail(s) <u>REQUIRED</u> | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| Name of person responsible for the Title Change payment. | _____ | |
| Contract Number(s) | _____ | _____ |
| | _____ | _____ |

Adding Owner(s):
Relation to Current Owner(s): _____

Removing Owner(s) due to:
 Death has occurred
 (Include copy of Death Certificate, however an original is required later in the process)

Divorce or **Marriage** has occurred since the date property was purchased
 (Copy of Final Divorce Decree); Copy Marriage Certificate

Name Change

Provide a copy of the documentation evidencing name change

Gift Transfer

Relation to Current Owner(s) _____

Year of occupancy: _____

Year transferring ownership to New Owner _____

Transferring Ownership to Trust:

Provide a copy of Trust Agreement or Certificate of Trust (including signature page)

Transferring Ownership to Corporation, Partnership, or LLC:

Provide Articles of Incorporation and/or Operating Agreement

Provide Certificate of Good Standing Report from State

(must be issued within the last 12 months)

Any corporation, partnership, trust or other entity or organization holding title to a vacation ownership interest shall be required to designate an authorized natural person (whether one or more) to act on its behalf as the exclusive beneficiary to exercise any and all rights of membership.

Upon receipt of this information, you will receive the required documents to initiate the Title Change process via DocuSign. These documents must be filled out in its entirety by each party.

Once the completed forms and required documents are returned to Title Services, the payment will be processed, and your file will be queued for review. The new deed and closing documents will be sent for signatures and notarization (where applicable) for all parties involved. Once GVT receives closing documents, a new deed will be recorded.

Email Title Change Authorization forms to: TitleServices@hgvc.com

Original documents (if applicable) can be mailed to:

6355 Metrowest Boulevard

Orlando, FL 32835

Attention: Grand Vacations Title