

**TIMESHARE OWNERSHIP SUMMARY (Page 1 of 2)**

Dear Timeshare Owner, the page below is intended to summarize the important information about the timeshare(s) that you wish to sell. Please fill it out as best you can—one copy for each timeshare to be sold—and then forward pages one and two along with a copy of the file information requested on page four, to the attention of Carolyn Dymont, Sutton Whitecap Realty Ltd., Parksville, BC. Fax number: (250) 248-8084. Mailing address given on page four. Once received, we will evaluate what you own to see what price point and market options would be best in order to help find you a buyer. Please note the “Fee for Service” details as given on page three. Also if one of your resort holdings is at a different resort, please change the name below accordingly.

Owner(s) names: \_\_\_\_\_

Current address: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Best time and way to reach us \_\_\_\_\_

**UNIT & WEEK OWNERS:** Pacific Shores Resort & Spa      Owner # : AA \_\_\_\_\_

Unit #: \_\_\_\_ Week #: \_\_\_\_ Fixed? \_\_\_\_ Floating? \_\_\_\_ Annual? \_\_\_\_ Biennial? \_\_\_\_.

We have converted our timeshare week(s) to points and now receive \_\_\_\_\_ points each year \_\_\_\_ or every ODD \_\_\_\_ or EVEN \_\_\_\_ year.

Our Maintenance Fee for 2010 is: \$\_\_\_\_\_ and is paid \_\_\_\_\_ or not yet paid \_\_\_\_\_.

**RESORT CLUB POINTS OWNERS:** Aviawest Resort Club      Certificate # : SP \_\_\_\_\_

We own \_\_\_\_\_ points, for which we have an Aviawest or Starpointe Resort Club Membership Certificate number as noted above.

Our Membership Fee is: \$\_\_\_\_\_ and is paid to date \_\_\_\_\_ or not yet paid \_\_\_\_\_.

**RCI MEMBERS:** RCI Account Number: \_\_\_\_\_ and is paid up until \_\_\_\_\_.

\_\_\_\_ We have banked time, but we have trips booked against it for our own use.

\_\_\_\_ Our banked time: \_\_\_\_\_ week(s) or points is being offered to the Buyer.

\_\_\_\_ Our Use Year Term is from: \_\_\_\_\_ to \_\_\_\_\_ each year.

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**LISTING AGREEMENT:**

- We would like to have you represent us in the sale of our timeshare(s).
- We will also send you pictures to use with details by email (jpeg format only please!)
- Please notify us as soon as the new Oceanside Timeshare Resale Network site is available so that we can broaden our advertising to help find buyers for our timeshare(s).

**LIST PRICE:**

- Please advise us of current market values for our timeshare to help establish an attractive list price as we want our timeshare to sell within \_\_\_\_ months if possible.
- We would like to post an asking price of \_\_\_\_\_ for our timeshare and will wait to see what buyer response is received.

**NOTIFICATION OF CHANGES:**

- We agree to notify you in a timely manner by email or fax of any changes in our address, contact information, or timeshare details, such as changes in number of banked weeks or points, so that the listing can be kept current.

Date: \_\_\_\_\_

Owner One: Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Owner Two: Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Other names on the title: \_\_\_\_\_

Please note: In the event that there are more Seller names on the title to your timeshare(s), just make a note above. Their signatures will be needed on the listing contract at a later date, but not right now.

**NOTES:**

Please add any comments about your timeshare or trips you have taken that could be used in advertising or anything else that pertains to the sale of your timeshare that should be noted in your listing file:

**FEE FOR SERVICE**

A. Timeshares with a resale value up to \$25,000. As a Realtor, I do not ask timeshare owners to pay any upfront fees for a basic timeshare listing service. The costs involved which include file setup, verification of ownership information, basic advertising in our local real estate guide, phone/fax, secretarial and office services and deal fees in the event that we are able to find a buyer for your timeshare are paid out of the Fee for Service of \$1,500.00 Canadian, plus 5% G.S.T., which is payable by the Seller to Sutton Whitecap Realty Ltd. upon completion of the sale.

B. Larger fractional timeshare ownerships with a resale value over \$25,000. These include one eighth, one tenth, quarter share holdings or full ownership of resort properties may also be listed for sale through the Sutton Whitecap Realty office. There are no upfront fees for basic listing service as detailed above. The Fee for Service will vary depending upon the nature of the fractional package or full ownership to be sold and that fee is payable by the Seller to Sutton Whitecap Realty Ltd. upon completion of the sale. We can discuss this matter at your convenience.

**DOCUMENTS NEEDED FOR YOUR LISTING FILE:**

The sooner you can provide the following information about your timeshare, the faster we can get your timeshare listing up and out there for Buyers to see. Please note that Buyers will likely want to have your RCI catalogues and resort Prospectus which you received when you purchased your timeshare, so please do not discard them. In the meantime, please take a look in your timeshare files and make a copy of the following documents:

- **Title or Membership Certificate** to confirm names on title and legal description of your timeshare as well as a list of any other names you may have added to the title since the time of your original purchase
- Latest resort **Maintenance Fee** or **Membership Fee** invoice for the current calendar year or other payment period as required by your home resort.
- The **intended use** of your timeshare (booked, rented, banked) for the next calendar year.
- Your **latest statement of account from RCI or other exchange company** where you have deposited your Weeks or Points, which should show the number of Weeks or Points available as well as confirm your Use Year Term. *(Sometimes these dates are different from the usual calendar year. For example: A Use Year could be from June 1<sup>st</sup> 2009 to May 31<sup>st</sup>, 2010. Since banked time is very date sensitive, it is important for the Buyer to be aware of the expiry date of any weeks or points which they expect to receive as part of the sale.)*

Please send your completed Timeshare Ownership Summary plus the documents mentioned above, to my attention at the Sutton Whitecap Realty office:

Carolyn Dymont  
 Sutton Whitecap Realty Ltd.  
 P.O. Box 596  
 135 Alberni Hwy.  
 Parksville, B.C. V9P 2G6

Toll Free: 1-800-533-4153  
 Local Phone: (250) 248-8801  
 Office Fax: (250) 248-8084  
 Email: [cdymont@shaw.ca](mailto:cdymont@shaw.ca)  
 Websites: [www.VancouverIslandParadise.com](http://www.VancouverIslandParadise.com)

Once the documents, as requested above, have been received, I will be in touch with you to confirm list price and to complete a listing contract. Periodic updates will be sent out from my office while your timeshare is listed for sale and I will be in touch with you in the event that there is a serious buyer inquiry about your timeshare. It could take time, so please be patient! Let's work together in the months ahead to get your timeshare sold!