

## **The Timbers Resort**

To make changes to the name or names on your ownership at *The Timbers 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 Stewart Vacation Ownership at 657-212-2991. 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 Fremont County Recorder's office.

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

**Fremont County Recorder**

**Website:** <http://www.co.fremont.id.us/>

**Address:** 151 West 1<sup>st</sup>, N Room 12, St Anthony, ID 83445

**Phone Number:** 208-624-7332

**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
- 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 Island Park 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 **888-290-2740**.

