



Dear Member:

Thank you for your recent inquiry concerning making a change to your Ownership Interest(s) in a Disney Vacation Club Resort. Your Ownership Interest is deeded real estate and in order to make a change to the ownership or title on the deed requires the preparation and recording of a new deed in public records. A gratuitous transfer of the ownership interest is gifted; no money or consideration is exchanged. In the transfer of real estate, a deed conveys ownership from the old owner (the grantor) to the new owner (grantee).

A Request to Change Title is a signed written request to change the way title is currently held on the deed, to add or remove another person from the Disney Vacation Club Membership records such as:

- Add or remove a spouse/former spouse; children that are of legal age of majority; parents or any other person
- Make a change due to a court order such as a divorce or property settlement agreement;
- Transfer your Ownership interest to another person;
- Make a transfer of your Ownership Interest into or out of a Trust, partnership, LLC or corporation

In the event of a death, please contact Membership Administration.

WRITTEN NOTICE FOR RIGHT OF FIRST REFUSAL and WAIVER OF RIGHT OF FIRST REFUSAL:

Any change in Ownership Interest requires a signed written notice to Disney Vacation Development, Inc. ("DVD") by mail or fax at least 30-days prior to the proposed change as described in the Declaration of Condominium. Enclosed you will find a **Request to Change Title** form; please complete and return to the Disney Vacation Club. A completed Request to Change Title form will serve as notice of your request to transfer ownership interests; does not require notarization and is a request for a Waiver of the Right of First Refusal to be issued. DVD will notify the Owner in writing within the 30-day notice period.

DUES AND LOAN AMOUNTS:

If the Owner(s) obtained financing at the time of purchase from DVD, the mortgage loan must be paid in full prior to any change in the Ownership Interest. Annual dues for the calendar year must be current and may need to be paid in full depending on the type of change. For any questions regarding loan or dues payoffs please contact Member Accounting.

MAKE ARRANGEMENTS FOR A NEW DEED:

The Owner(s) is responsible for the preparation, execution and recording of any real estate transfer documents such as a new Deed, at the Owner(s) expense. The Owner(s) is urged to consult with an experienced real estate attorney licensed to practice law in the state in which the property is located; or other professional advisors concerning this real estate matter regarding estate planning and how title is to be taken. We encourage the Owner(s) to exercise due diligence in this regard.

FL Properties: You may contact First American Title 407.754.1320 or 800.408-5808, ext. 7924, a licensed attorney or licensed Title Company in the state where the property is located, to assist in preparing a new deed and changing ownership on your membership.

Aulani & GCAL Property: You may contact First American Title at 866.639.9203 or 702.304.7552 for further information.

Hilton Head Island Resort Property: You may contact McCalla Raymer, LLC, to assist in the changing of the names on your membership, the phone number is 770.643.4105.

Step 1 – complete the **Request to Change Title** form and fax (407. 938.4121) to Membership Administration

Step 2 – Member Administration will issue a **Waiver of the Right of First Refusal** within 30 days of receipt of the Request to Change Title form

Step 3 – In order to complete the process and change the records, further instructions will be included in the letter when the waiver is issued.

Please note - If you have multiple contracts: Contracts with different title/owners will be assigned a new member ID number/contract number(s). Existing reservations and points deposited into RCI® Exchange Program will not transfer to the new owner(s) membership.

Sincerely,
Membership Administration

REQUEST TO CHANGE TITLE

A Request to Change Title is a signed written request to change the way title is currently held on the deed, to add or remove another person from your ownership interest in the Disney Vacation Club. This form does not change the records or the owners or title on the deed; it is a request for a Waiver of the Right of First Refusal to be issued.

Name of Requesting Member(s):

Address: _____

Telephone: _____ Email: _____

Member Number: _____

Optional: To send the original waiver to your closing agent who is the person or entity preparing the new deed (a copy of the Waiver will also be sent to you):

Agent name: _____

Agent address: _____

Note: If the agent information is left blank the waiver will be sent to the owner directly.

You must list the specific contract number for the property to be transferred:

Property 1: Contract Number: _____ and Resort Name _____
(Name of DVC Property)

Property 2: Contract Number: _____ and Resort Name _____
(Name of DVC Property)

Property 3: Contract Number: _____ and Resort Name _____
(Name of DVC Property)

Property 4: Contract Number: _____ and Resort Name _____
(Name of DVC Property)

I/We as the Owner(s) of the above referenced ownership interest hereby notify Disney Vacation Development, Inc. that I/we am/are transferring without consideration (gratuitous) the above contract(s):

From: _____
(ownership as currently held)

To: _____
(Include current owner name(s) if remaining on the deed; and list legal name(s) as it will appear on the new deed)
(When transferring ownership to a trust please include the name(s) of the trustee(s) and the date of the trust)

Member signature (only one Member signature required)

Print name

Mail or fax to: Disney Vacation Development, Inc.
Membership Administration
1390 Celebration Blvd.
Celebration, FL 34747
Fax: 407.938.4121
Email: wdw.dvc.member.administration@disney.com

CONTACT INFORMATION

Please include your membership information on all correspondence and messages:

- Member's full name
- Membership number and/or contract number

Departments:

Membership Administration (for information on the title changes)

Direct Telephone: 855.382.2366 (855-DVC-Admn), option 4 or 407.566.3800, select option 2
Fax: 407.938.4121 Email: wdw.dvc.member.administration@disney.com

Member Services (for Vacation Point or reservation information)

Telephone: 800.800.9800 or 407.566.3800, select option 1
Fax: 407.938.4151 Email: members@disneyvacationclub.com

Member Accounting (for annual dues and any DVD loan information)

Telephone: 800.800.9800 (or 407.566.3800); select option 3
Fax: 407.938.4117 Email: wdw.dvc.member.accounting@disney.com

Disney Vacation Development, Inc. (DVD) Mailing Address:

[Department]

Disney Vacation Development, Inc.
1390 Celebration Blvd.
Celebration FL 34747

FLORIDA Websites: www.myflorida.com www.leg.state.fl.us (Statutes/Constitution)

Florida Bar Lawyer Referral Service Telephone: 800.342.8011

Website: www.flabar.org

ORANGE COUNTY Website: www.occompt.com

Orange County Comptroller	Street Address:	Telephone:	407.836.5115
PO Box 38	109 E. Church St., 3 rd floor Suite 300	Fax:	407.836.5120
Orlando FL 32802-0038	Orlando FL 32801		

INDIAN RIVER COUNTY [Disney's Vero Beach Resort] Website: www.clerk.indian-river.org/

Clerk of the Circuit Court, Recording Division			
Indian River County	Street Address:	Telephone:	772.770.5185
PO Box 1028	2000 16 th Ave	Fax:	772.770.5008
Vero Beach FL 32961-1028	Vero Beach FL 32960		

SOUTH CAROLINA Website: www.scstatehouse.net

South Carolina Bar Lawyer Referral Service Telephone: 800.868.2284

Website: <http://www.scbar.org/>

BEAUFORT COUNTY [Disney's Hilton Head Island Resort]

Website: www.co.beaufort.sc.us [Department: Select Register of Deeds]

Beaufort County	Street Address:	Telephone:	843.255.2555
PO Drawer 1197	100 Ribaut Rd	Fax:	843.255.9439
Beaufort SC 29902-1197			

CALIFORNIA Website: www.ca.gov/

California Bar Referral Service Email: LRS@calbar.ca.gov Telephone: 415.538.2250

ORANGE COUNTY [The Villas at Disney's Grand Californian]

Website: <http://egov.ocgov.com/ocgov> [Department: Orange County Clerk-Recorder]

Orange County Clerk-Recorder	Telephone:	714.834.2461
12 Civic Center Plaza, Room 101		
Santa Ana, CA 92701		

Hawaii Public Search Information

Kalanimoku Building Website: <http://hawaii.gov/dlnr/boc/index.html>

1151 Punchbowl St., Room 120

Honolulu, HI 96813

Ph: 808.587.0147

Fax: 808.587.0136

Online Services [Document Search & Ordering System](https://docsearch.nameSearch.html): Bureau of Conveyances - Official Public Records

<https://docsearch.nameSearch.html>