

Dear Member,

Thank you for contacting us to receive more information about making an update to one or more of your Ownership Interest(s).

You have indicated that this is a transfer where no money or valuable assets are being exchanged for the Ownership Interest(s). Listed below is the process for completing these type of transfers. If there is an exchange of money or other assets between the parties for the Ownership Interest(s), please contact Member Administration for further assistance.

Prior to updating the title on your Ownership Interest(s), please ensure the following:

- Payoff of the mortgage loan balance in full **
- Full payment (January – December) of the condominium annual dues for the current year**

**Please contact Member Accounting at 800-800-9800 (407-566-3800), Option 3 to arrange for the pay-off of your mortgage loan and payment of any outstanding annual dues balance.

After the change of title is complete, please send the following information to Member Administration to update the Membership records:

- Copy of the new recorded Deed
- Enclosed New Owner Information Form completed and signed by all Members listed as Grantees on the Deed

In addition, if you need assistance with the preparation of your deed, please consult with a title insurance company or an attorney. For those Members who pay dues monthly through electronic debit and would like to transition that payment option to the new owner, please contact Member Accounting. Also, note that when transferring to a Trust, all Trustees will be recognized as Members on the Membership. Lastly, any person added to a Membership must be 18 years of age or older.

If you have any further questions regarding the transfer of the Ownership Interest(s), please contact Member Administration. Please include the Membership number or contract number on all correspondence and messages, and provide Member Administration with your daytime telephone number and e-mail address.

Sincerely,

Member Administration
wdw.dvc.member.administration@disney.com

NEW OWNER INFORMATION

Disney Vacation Club Account / Contract Numbers: _____

Attached is a copy of the **new Deed(s)** that have been recorded in the public records where the property is located.

FROM/GRANTOR(S): _____

TO/GRANTEE(S): _____

I/we hereby request and direct that the Disney Vacation Club Membership records be changed into the names of the Grantee(s) listed on the new deed.

I/we understand and acknowledge that by directing Disney Vacation Club Management, LLC, (hereinafter "Disney") to change the Membership records, that Disney has not made any statement about the marketability, insurability of title or that title to the Ownership Interest(s) has been validly conveyed; and that Disney explicitly disclaims any such statement and advises me/us to seek legal counsel to ensure that the Ownership Interest(s) has been validly conveyed.

I/we hereby release and forever discharge Disney Vacation Club Management, LLC, its parent company, its related, affiliated and subsidiary companies and the officers, directors, agents, employees, licensees, and assigns of each, from all claims, demands, liabilities, damages, costs and expenses (including attorneys' fees and expenses) that I/we may now or hereafter have against Disney in regard to this request and directive to induce Disney to change the Disney Vacation Club Membership records.

I/we did not pay any money or exchange valuable assets to the Grantor/Transferor for the transfer of this Ownership Interest(s) into my/our names.

Dated this _____ day of _____, 20__.

χ _____
Grantee 1

χ _____
Grantee 2

χ _____
Grantee 3

χ _____
Grantee 4

χ _____
Grantee 5

χ _____
Grantee 6

(Continued on Next Page)

Contact information for Grantee 1:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Contact information for Grantee 2:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Contact information for Grantee 3:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Contact information for Grantee 4:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Contact information for Grantee 5:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Contact information for Grantee 6:

Address

City, State Zip

Telephone

Email

Home: _____ Cell: _____

Please complete and return both pages via email to

wdw.dvc.member.administration@disney.com