

Resort Villa Management Ltd.  
550-71 Avenue S.E. #170  
Calgary, Alberta  
T2H 0S6

Customer Service:  
Telephone: 1-877-451-1250  
Fax: 1-888-378-4477  
Email: [customercare@northwynd.ca](mailto:customercare@northwynd.ca)

## Procedures for Change of Ownership or Name Change for Riverside and Riverview.

**NOTE: The original Certificate of Leasehold Interest must be fully and correctly completed as directed below before returning to Resort Villa Management. Failure to do so could result in a delay in processing.**

### To be completed by the Seller:

In the top section marked **Assignment** you must:

1. On the second line, Print the **full legal name**, address and telephone number of the new owner(s). If the new owners wish to have **"Right of Survivorship"** then it should say **"As Joint Tenants"** after their names.
2. Date the document.
3. Seller(s) must sign where it says Signature of Holder, **exactly as the name appears** on the front of the certificate.
4. A Witness must sign **individually** for each Signature of Holder. (Notary Public not required)
5. Copy of Government issued Photo I.D. required for each Seller listed on the front of the certificate.
6. The Sellers (Current Owners) **must** sign and return the **ACKNOWLEDGEMENT OF LIABILITY**.

### To be completed by the Purchaser / New Owner:

In the middle section marked **Agreement of Assignee(s)** you must:

1. Read it carefully.
2. Date the document.
3. Sign where it says Signature of Assignee (all new owners must sign).
4. Have the signatures witnessed by a third party. Each Signature must be witnessed **individually**. (Notary Public not required).
5. Copy of Government issued Photo I.D. required for each Buyer listed on the second line of the Assignment.

**For transfer of ownership or name change send a certified cheque, money order or credit card information in the amount of \$315.00 (including GST) CAD per Leasehold Certificate to Resort Villa Management.**

**Maintenance Fees must be current in order to proceed with a Transfer of Ownership and/or Name Change. In some cases, payment of future maintenance fees may be required.**

**To request a replacement of lost Certificates please contact our Trustee's office in Calgary at the following number; (403) 385-8581. Please note that there is a fee for this service.**

**\*\*\*NOTE: ALL SUNCHASER VACATION VILLAS TRANSFERS\*\*\***

As part of the transfer process, the seller is required to provide full disclosure of the Renovation Project Fee (RPF) to the buyer. For all ownerships the renovation project must be paid in full prior to a transfer being processed.

This will include any previously submitted transfer requests that have not been processed due to missing or incomplete documents.

## **LEASEHOLD ASSIGNMENT SCENARIO INFORMATION**

### **1. LEASE IS FINANCED**

- The outstanding balance **must be paid in full** before selling
- In the case of marriage or death, your lawyer can request the original Certificate of Leasehold Interest, to be held in trust, from our Calgary office at 1-866-663-6338. Northwynd Resort Properties will send the Certificate of Leasehold to your lawyer, in trust, and it will have to be signed by both parties in the lawyer's office. A change of ownership due to marriage or death requires a **notarized** copy of the marriage or death certificate and the Last Will and Testament

Upon receipt of the above, Resort Villa Management will undertake to obtain the consent of Northwynd Resort Properties Ltd. and instruct Philip K Matkin Professional Corporation (Trustee) to issue a new Certificate of Leasehold Interest.

### **2. IN CASES OF DEATH**

If one or more of the persons for whom the Certificate of Leasehold Interest has been issued is deceased, and is therefore unable to sign where normally required to sign under the "Signature of Holder", the trustee requires:

- a **notarized** copy of the Death Certificate(s) or a **notarized** copy of the Funeral Directors Statement of Death; **and**

- a **notarized** copy of the “Final” Last Will and Testament (the Last Will and Testament should then be reviewed noting the named beneficiary(s) of the timeshare property and the named executor (s) of the deceased estate)

The executor(s) (this includes all named executors) would then sign as the “Signature of Holder” and the Certificate of Leasehold Interest would then be assigned to the named beneficiary(s). **A copy of Government issued Photo I.D. is required for the executor(s).**

In cases where the Certificate of Leasehold Interest specifically states “**as Joint Tenants**,” a copy of the notarized “Final” Last Will and Testament is not necessary when the assignment of the Certificate of Leasehold Interest is from one of the named “Joint Tenants” to the other.

In cases where the named beneficiary(s) is under the age of 19, the Certificate of Leasehold Interest would be assigned to the named executor(s) “in trust” for the named beneficiary(s).

In cases where the Last Will and Testament does not clearly state the beneficiary(s) of the timeshare property, a **notarized** copy of the “Letters Probate” or a **notarized** copy of the “probated” Last Will and Testament must be obtained. The named executor(s) (this includes all named executors) in the Letters Probate or the probated Last Will and Testament would then sign as the “Signature of Holder” and the Certificate of Leasehold Interest would then be assigned as per the named executor(s)’ direction.

In cases where there is no Last Will and Testament in place, we require a **notarized** copy of the Letters of Administration.

### **3. MARRIAGE**

If the person for whom the Certificate of Leasehold Interest has been issued is now married, a **notarized** copy of the Marriage License is required.

### **4. DIVORCE**

If the persons for whom the Certificate of Leasehold Interest has been issued are now divorced, and are therefore unable to sign where normally required to sign under the “Signature of Holder”, the trustee requires:

- a **notarized** copy of the “Final” Minutes of Settlement; **and**
- a **notarized** copy of the Divorce Decree (if applicable).

### **5. TRUSTEE**

If the persons for whom the Certificate of Leasehold Interest has been issued are to be assigned to a Trust or Trusts, the trustee requires a **notarized** copy of each of the Deeds of Trust.

**Please Note: We require that all Notarial Certificate’s / Notarial Signatures to be an original, not a photocopy.**

**\*\*\*WARNING: FRAUDULENT TIMESHARE RESELLERS\*\*\***

There are currently NO authorized resellers of Sunchaser Vacation Villas vacation intervals. Any organization presenting themselves as to be working on behalf of the resort or the developer is fraudulent.

A legitimate timeshare reseller should **NEVER** charge you in advance for services. If you are being asked to pay fees for, listing your timeshare, performing a title search, closing costs, commission, or anything else, it is highly likely that the company is fraudulent.

Fraudulent resellers will attempt to charge the buyer and seller under the guise of “facilitating the transaction.” Always contact the buyer and confirm the amount they are paying matches what the reseller is telling you. If the reseller will not give you the contact information of the buyer, it is a highly likely they are fraudulent.

RVM will not accept Change of Ownership requests from timeshare resellers because of the high amount of fraud. The Current Owner must provide the information directly.

RVM may contact both the Current Owner and Buyer to discuss the circumstances of the transaction to attempt to assess its validity.

The acceptance of a transfer by RVM and the Developer does NOT waive any of the Developer or Property Manager’s rights to require the Current Owner to maintain liability for unpaid balances.

If you have any questions about timeshare resellers or how to minimize your risk, please contact us to help guide you through the process.

## ACKNOWLEDGEMENT OF LIABILITY

I/We \_\_\_\_\_  
(Print Name)

hereby acknowledge that if the transferee does not meet the payment obligations that are set out in the Vacation Interval Agreement that I/We remain liable with respect to future payment obligations not made by the transferee.

Re: Lease No(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Transferor 1

\_\_\_\_\_  
Print Name of Transferor 1

\_\_\_\_\_  
Signature of Transferor 2

\_\_\_\_\_  
Print Name of Transferor 2

\_\_\_\_\_  
Signature of Transferor 3

\_\_\_\_\_  
Print Name of Transferor 3

\_\_\_\_\_  
Signature of Transferor 4

\_\_\_\_\_  
Print Name of Transferor 4

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**CHANGE OF OWNERSHIP OR NAME CHANGE**

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

Please print the full legal name(s), address, telephone number and indicate the first year of usage of the new owner(s) below.

New Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Cellular Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

First year of usage: \_\_\_\_\_ to be verified by administration

If there is a reservation in place, circle who will have usage: Current | New Owner

*Unless a lease is specifically designated as "joint tenancy" if there are two names on a lease (even a husband and wife) and one person passes away, their half goes to their Estate. To do a transfer of ownership on that lease, we would require a notarized copy of their death certificate, a notarized copy on their Last Will, and the Certificate of Leasehold Interest. This lets us know who can sign for the Estates interest in the lease. If it specifically says "As Joint Tenants" on the lease certificate itself, then we only require the Death Certificate and the Certificate of leasehold Interest to make a change.*

**Please mail this form along with the Leasehold Certificate (and any additionally required documentation) to:**

Attn: Ownership Transfer  
Resort Villa Management  
550-71 Avenue S.E. #170  
Calgary, Alberta T2H 0S6

***CHANGE OF OWNERSHIP OR NAME CHANGE***

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

Credit Card Authorization for Transfer Fee:

Payable to Resort Villa Management

Lease(s) #: \_\_\_\_\_

Authorized Amount: CAD \$315.00 per lease Visa/MasterCard (Please circle one)

Card Holder (Name): \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiry Date (Month/year): \_\_\_\_\_