

## INSTRUCTIONS FOR COMPLETEING TRANSFER FORM

Dear Bluegreen Owner:

Attached are the necessary forms to transfer your ownership to another party or add or change names on your current account. Our goal is to make this transfer or change go as smoothly and as quickly as possible for you and the other parties.

In order for the process to work as quickly as possible, we need your assistance in **FULLY** completing the proper sections of this form. Current owner information **MUST** be listed on page 1 of the form. This is the only way in which we have to contact you.

Complete **SECTION 1** only if you are adding or dropping names to your account. If the change is due to a death or a divorce, the proper documents must accompany the request for change. If you are transferring your property to a trust, a copy of the trust needs to be attached. If your trust documents are lengthy, please call our office for the information that we must have to facilitate this transfer.

Complete **SECTION 2** only if you are selling or otherwise giving the ownership to a non-related family member. We need complete contact information to assist us in securing personal information, such as social security numbers, from the new buyers/new owners .

Should you have any questions as you are completing this paperwork, our staff is always available to assist you. The quickest way to get a response is by emailing your questions to [BXGTransfers@closemytimeshare.com](mailto:BXGTransfers@closemytimeshare.com) and we will answer your questions as quickly as possible. We are available also by telephone at 877-467-1649. We attempt to return your call the same day, but will return it no later than the end of the next business day.

Please return your forms and appropriate paperwork along with your check (forms without fees, will be returned, causing an additional delay) in the amount indicated on page 2 of the transfer form to us at:

PCS Holdings, LLC  
Attn: BXG Third Party Transactions  
924 West Colonial Drive  
Orlando, FL 32804

Thank you for your assistance in fully completing your transfer forms for us. It is greatly appreciated.

# CHANGE REQUEST-PRELIMINARY FORM

For all Resorts except Hawaii, Tennessee and South Carolina

**A Transfer CANNOT Occur if there is an OUTSTANDING MORTGAGE**

Maintenance Fees, Taxes and Dues Must Be PAID and  
Current to begin Transfer

To assist you in transferring or adding or changing names to your account ownership, please complete this form as completely as possible so that we may handle your request in an expedient manner. Please call PCS Holdings at 877-467-1649 should you have any questions. Incomplete forms will cause delays.

**\*Denotes a Required Field**

\*RESORT NAME: \_\_\_\_\_ \*UNIT/WEEK \_\_\_\_\_

\*RESORT NAME: \_\_\_\_\_ \*UNIT/WEEK \_\_\_\_\_

Your name(s) as they appear on account: \_\_\_\_\_ Account Number if known: \_\_\_\_\_:

\*Last \_\_\_\_\_ \*First \_\_\_\_\_ MI \_\_\_\_\_ \*SS # \_\_\_\_\_

\*Last \_\_\_\_\_ \*First \_\_\_\_\_ MI \_\_\_\_\_ \*SS # \_\_\_\_\_

\* Email Address: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Telephone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

NOTE: IF MORE THAN 2 OWNERS, PLEASE USE A SEPARATE SHEET TO LIST ADDITIONAL OWNERS NAMES.

*If you wish to **ADD or DROP** a name from the Title, while remaining on the account yourself, complete Section 1  
If you wish to **TRANSFER** the account to new owners, leave Section 1 blank and complete Section 2*

## **SECTION 1 – ADD/DROP A FAMILY MEMBER TO YOUR TITLE**

**LIST ALL NAME(S), INCLUDING YOUR OWN, IN THE ORDER THAT YOU WANT THEM TO APPEAR ON THE TITLE**

**If applicable, attach copy of Death Certificate, Judgment of Divorce or Trust Agreement**

	Marital Status	(A) ADD (D) DROP
1. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____
2. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____
3. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____
4. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____
5. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____
6. Last Name _____ First Name _____ MI _____ SS # _____	_____	_____

**\*\*\* PLEASE INDICATE TITLE BY EACH NAME AS FOLLOWS:**

HUSBAND (H) WIFE (W), SINGLE MAN, (SW), SINGLE WOMAN (SW)

**\*\*\* IF MORE THAN ONE PERSON ON TITLE CHOOSE ONE OF THE FOLLOWING: (NOTE: if nothing is selected Tenants in Common will be assumed)**

\_\_\_\_\_ JOINT TENANTS (Upon death property goes to the surviving owner)  
\_\_\_\_\_ TENANTS IN COMMON (Upon death property goes to decedent's heirs)

I affirm that this request is to add/drop a family member and I have attached a signed Affidavit of Relationship

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

Email Address: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

**PLEASE VERIFY THAT ALL INFORMATION IS SPELLED CORRECTLY**

## **SECTION 2 – TRANSFER TITLE (For Transfers to NON-Family Members)**

LIST ALL NAME(S) IN THE ORDER THAT YOU WANT THEM TO APPEAR ON THE TITLE

*If applicable, attach copy of Death Certificate, Judgment of Divorce or Trust Agreement*

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_  
2. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_  
3. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_  
4. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_  
5. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_  
6. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_ SS # \_\_\_\_\_ Status: \_\_\_\_\_

**\*\*\* PLEASE INDICATE TITLE BY EACH NAME AS FOLLOWS:**

HUSBAND (H), WIFE (W), SINGLE MAN, (SW), SINGLE WOMAN (SW)

**\*\*\* IF MORE THAN ONE PERSON ON TITLE CHOOSE ONE OF THE FOLLOWING: (NOTE: if nothing is selected Tenants in Common will be assumed)**

\_\_\_\_\_ JOINT TENANTS (Upon death property goes to the surviving owner)  
\_\_\_\_\_ TENANTS IN COMMON (Upon death property goes to decedent's heirs)

New Mailing Address, if applicable: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Email Address: \_\_\_\_\_

***PLEASE VERIFY THAT ALL INFORMATION IS SPELLED CORRECTLY***

I declare under penalty of perjury that this transfer request is:

Please check the appropriate box:

- A gift to a family member with no consideration paid.  
 A transfer to a non-related person/entity for a purchase price of \$ \_\_\_\_\_.

**GENERAL INFORMATION REGARDING TRANSFER REQUESTS**

- Transfer fees vary depending on the State.
- The fee for a transfer to a family member is \$250.00. \$125.00 of the fee is **non-refundable** should the transfer be cancelled by either party.
- The fee for a transfer to a non-family member is \$475.00 due to conveyance tax requirements. \$250.00 of the fee is **non-refundable** should the transfer be cancelled by either party.
- Additional fees may be due for recording fees and document stamps pursuant to the title search.

I attest that I have read and understand this document completely. I confirm that the information above is true and accurate, and understand the names appearing in the completed Section above will be those appearing, in the same order, on my Title. I understand that PCS Holdings, LLC cannot be held accountable for personal errors including, but not limited to, spelling, misreading, or incorrect information on the part of the owners. I have read and accept the above paragraph in its entirety.

Upon receipt of this form and the title search final fees will be calculated and final title transfer documents will be sent to you for signature and notarization. You will be notified if any additional funds may be necessary to complete the transfer. The transfer will not be complete until all funds have been received by this office.

**Return the completed form and check to:**

**PCS Holdings, LLC  
BXG Third Party Transactions  
Mailing Address: 924 West Colonial Dr  
Orlando, FL 32804  
877-467-1649**