

Park Hotel Condominium Association

To make changes to the name or names on your ownership at *Park Hotel*, 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 Chicago Title Timeshare at 844-259-0326 or <http://www.ChicagoTitleTimeshare.com/vri-tpi/>. 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 Summit County Recorder's office.

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

Summit County Recorder

Website: www.summitcounty.org

Address: PO Box 128, 60 North Main, Coalville, UT 84017

Phone Number: 435-336-3238

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 Park Hotel 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 **866-218-2790**.