

**FAIRMONT VILLA MANAGEMENT**

**PROCEDURE FOR TRANSFER OF OWNERSHIP/NAME CHANGE**

The **original** Certificate of Leasehold Interest must be completed as follows:

**1. BY THE SELLER(S):**

Please complete the top portion marked **ASSIGNMENT**.

- (a) Print on the second line in the space provided the full legal name(s), address and telephone number of the new owner(s).
- (b) Date it.
- (c) Have all former owner(s) sign where it says **Signature of Holder** exactly as the name(s) appear on the front of the Certificate.
- (d) Ensure all signature(s) are witnessed by an independent third party.

**2. BY THE PURCHASER (S) / NEW OWNER(S):**

Please complete the centre portion marked **AGREEMENT OF ASSIGNEE**.

- (a) Read this very carefully.
- (b) All new owner(s) must sign where it says **Signature of Assignee**.
- (c) Date it.
- (d) Ensure all signature(s) are witnessed by an independent third party.

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Send the completed Certificate(s), along with a cheque or money order in the amount of **\$246.40 (\$220.00 + 12% HST per lease)** made payable to Fairmont Villa Management, by **registered mail** to:

Fairmont Villa Management  
5247 Fairmont Creek Road  
Fairmont Hot Springs, BC  
VOB 1L1

(Or, you can call us at 250-345-6341 to pay the transfer fee by Visa or MasterCard.)

Upon receipt of the above, Fairmont Villa Management will undertake to obtain the Consent of Fairmont Hot Springs Resort Ltd., change all records and files, and instruct the Trustee, Smith Green Andruschuk LLP, Chartered Accountants, to issue a new certificate which will be mailed directly to the new owner(s).

**3.) PLEASE NOTE:**

(a) For lost Certificates, please contact JoAnne Imeson at (250) 342-9271 and ask for an Affidavit for Lost Certificate, which will be mailed to you. This must be signed in the presence of a Notary Public. Also note that there is a \$67.20 (HST included) charge for each lost certificate which must be replaced.

(b) Any outstanding maintenance fees must be paid before the transfer can be completed.

(c) In the event of death of the owner(s), the following documents must accompany the Certificate of Leasehold Interest:

1. A **Notarized** copy of the Will, or a **Notarized** copy of the Letter(s) of Administration or Probate; and
2. A **Notarized** copy of the death Certificate.

**The Notarial Certificates/Notarial Signatures are to be original, not a photocopy.**

**4.) USE OF PERSONAL INFORMATION**

The information requested will be treated in strict confidence and will only be used by Fairmont Villa Management and the Trustee to effect a transfer of legal title of the timeshare lease.