





**REQUIRED MEMBERSHIP DOCUMENTATION**  
**Resale and Transfer Company Applicants**

Please complete all items or attach the required information with reference to the applicable item number. If you believe an item to be inapplicable, please explain the reason why.

**FOR ALL MEMBERS OR PROSPECTIVE MEMBERS:**

1. Legal name and physical address of the applicant:
2. List all fictitious names or DBAs:
3. Length of time the applicant has been doing business in this space:
4. List all website addresses currently used by the applicant for any aspect of the resale or transfer business:
5. Briefly describe your services and list the fees (or commission percentage) charged to customers for each service provided:
6. List the physical address of the company's headquarters (if different from #1 above) and list all individuals (principals) who own more than 10% of the company and any affiliates or subsidiaries:
7. List the state or states where the applicant and any affiliates or subsidiaries are incorporated and the date of incorporation:
8. List the full name and physical business address (if different from #1 or #5 above) of the real estate broker in charge, if applicable, and the state or states where the broker currently holds a real estate license:
9. List all other licenses and the states where they are held that are relevant to the conduct of the applicant's business (e.g. telemarketing, sellers of travel, etc.):

10. Attach a current and accurate copy of any contracts used by the applicant.
11. Attach a current and accurate copy of any telephone scripts used by the applicant for outbound telemarketing or in response to inbound inquiries from consumers.
12. Attach exemplars of any printed advertising (other than websites) used by the applicant during the last six months:
13. Provide a statement as to whether the applicant and its principals are currently or have, within the past five years, been subject to any enforcement actions by a government authority including local, state, or federal regulatory agencies. If so, please provide a description of those actions as well as a statement as to whether they have been resolved to the satisfaction of the regulatory agency.

**FOR TRANSFER COMPANY APPLICANTS ONLY:**

14. Provide a list of all companies and their physical addresses or individuals, if known, to which timeshare interests are or may be transferred.
15. Provide a complete description of the methods by which the timeshares transferred are used or disposed of.
16. Has the applicant ever transferred a timeshare interest to a person or entity that they knew did not have the ability, means, or intent to pay all assessments and taxes associated with ownership of the timeshare interest?

Submitted by: \_\_\_\_\_ Company: \_\_\_\_\_  
(Name)

Date submitted: \_\_\_\_\_

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**For ARDA Use Only**

Date Received:  
Disposition:

Review Completed: