

Dear Sunrise Cove Owner:

Sunrise Cove @ Village West Resort does NOT currently have a resale program or neither do they buy back units or take units back at this time since we are currently still selling for the developer. If you choose to sell your timeshare unit, you would have to do it yourself and/or enlist the help of a realtor/resale company. I have enclosed a sheet with some options for selling your unit. Please note that until the resort receives the proper papers in order to transfer ownership, you will be held responsible for the maintenance fees on this unit.

Resale would basically be the same as selling other Real Estate: contact a realtor to list your unit (enclosed are some names of local realtors who do timeshare resale), advertise in newspapers, check the Internet (some people have had success on the local Okoboji site – okoboji.com under classifieds), and, of course, word of mouth. Another option would be to donate your timeshare to friends, family, or an organization but just make sure they are aware that there is an annual maintenance fee that is payable in January every year. We do not currently endorse any resale company who would charge you an upfront fee.

When you have a buyer for your unit please follow the guidelines attached. Please note that your account must be paid in full (includes loan and/or maintenance fees) before a transfer of ownership can and will occur. If you have any questions, please contact us at 712-337-3223, ext. 875.

Sincerely,

Sunrise Cove Owner Services

Enclosures

## **FOLLOW THESE STEPS TO TRANSFER OWNERSHIP:**

If your ownership is **Paid in Full**:

1. Have a Warranty Deed, along with declaration of value and groundwater hazard statement if sales price is more than \$500, drawn transferring unit into the name of the new owner(s). We recommend using a lawyer for this. A name of local lawyers office is Maahs & Owens at (712) 336-1292
2. If the sales price is more than \$500, a Real Estate Transfer –Declaration of Value form is required.
3. Have the Deed, Declaration of Value, and groundwater hazard statement recorded at the Dickinson County Recorder’s office in Spirit Lake. You will need to call 712.336.1495 for the recording fees.

Dickinson County Recorder  
1802 Hill Ave Ste. 1500  
Spirit Lake, Iowa 51360

4. A copy of the **recorded deed**, \$50 Administrative fee (if it is deeded to a family member there is no administrative fee) along with the name(s), phone number, address, and social security number(s) should be sent to Sunrise Cove or fax to 712.337.0281.

Sunrise Cove  
Attn: Roxanne  
20785 170<sup>th</sup> Street  
Spirit Lake IA 51360

5. New owners can purchase a “Gold Card” for \$5.00 per card. Only 2 gold cards are given per account. This will extend the Gold Card Benefits from the original owner.
6. RCI transfer – Complete the RCI membership change form that is found in the back of the RCI directory. The old owner and the new owner should agree this upon at the time of sale. The completed form can be mailed or faxed to RCI. This is your responsibility – not the Resorts.
7. Once we receive this information, the transfer of ownership will then be completed. All maintenance fees must be paid in full before any changes can and will be made. **REMINDER**: The courthouse does **NOT** send the resort this information. It is up to either the seller or the buyer to make sure the required information is sent to the resort. If the required information is not received, the seller (or current owner) will be held responsible for all future maintenance fees until the change is made.
8. Any bonus time credits associated with the unit at Sunrise Cove will automatically transfer to the new owner.

If your ownership is **NOT Paid in Full**, please contact the current lender of your loan to find out what they will require for you to transfer ownership of your timeshare unit.

\*\*If you have any questions in regards to this matter, please call 712.337.3223 ext 875 Monday thru Friday 8-3 or email [sales@villagewestresort.com](mailto:sales@villagewestresort.com).

## **LOCAL REALTORS:**

1. Dowden-Hinn (712) 336-1240 or toll free (800) 373-1241
2. Remax (712) 336-4967 or toll free (800) 682-0860

## **If Selling Yourself:**

1. **Local website: okoboji.com–under classifieds–add new listing (lists ad for 30 days, may want to update periodically so stays “new”)**
2. **eBay or Craigs list**
3. **Television/radio station websites (such as keloland.com or exploreokoboji.com)- most have a free link where you can sell items**
4. **sellers/buyers “board” at village west – owner still needs to paperwork for transfer, all resort does is link people together**

**RESALE COMPANIES:** Since some resale companies will charge a substantial up-front fee, please do research to make sure they are a legit company. The resort currently endorses NONE of them

# Information for new Owner(s) of:

**Unit:** \_\_\_\_\_ **Week:** \_\_\_\_\_

**\*Name(s):** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**\*Phone #s: Home** \_\_\_\_\_

**Cell** \_\_\_\_\_

**Work** \_\_\_\_\_

**\*Social Security #:** \_\_\_\_\_

\_\_\_\_\_

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

**First Years Usage:** \_\_\_\_\_

**\*required for transfer of ownership**