



March 2017

LISTING YOUR WYNDHAM VACATION CLUB CREDITS FOR RESALE

Thank you for your enquiry regarding the resale of your Wyndham Vacation Club Membership. You can expect approximately 50 cents **nett** for each ANNUAL credit for a resale at this time. For example if you own 12,000 credits per ANNUM, you can expect from approximately \$6,000 **nett** for a resale of your membership. You may have a number of credits 'accrued or banked', however this does *not* make a difference to the price, as a price is calculated based on your ANNUAL credits only. Please note the 6,000 credit memberships are valued a little lower at \$2,250 **nett** and the 7,000 memberships approximately \$3,000, as these are more common in the market place.

Wyndham memberships continue to be a popular choice for buyer's, however it is difficult to provide you with a specific timeframe due to the large number of listings we receive. We assure you we will do our utmost however to resell your membership as quickly as possible.

To list your membership for resale with us, please complete and sign the **Authority to Sell** form and **Wyndham's Disclosure of Information form** attached, and post, or 'scan and email' to us with a **copy** of your Membership Certificate. The Wyndham disclosure form is required to be completed and signed by all owners to enable our company to obtain your membership details, so that we can provide accurate information to potential buyers. We would therefore be grateful if you could complete, sign and return only pages '**4**' and '**9**' on the attached Wyndham authority.

****Please Note:** you do not need to fill in the 'Transfer TO' section on page 9 and any adult person (over 18) may witness your signatures on this page also.

The charge for listing your timeshare is **\$225** (incl GST) for a 12 month period. Please refer to tax invoice/receipt attached for payment options.

Please also note that Wyndham charge a **Transfer fee** for all sales. It is currently \$300 for a combine purchase (where a purchaser is already a member and is combining it into their current membership), and \$200 for a new buyer to Wyndham. This amount will be deducted from your proceeds of sale at the time of settlement.

Conditions of Sale:

- All levy payments must be current (any outstanding levies will be deducted from the sale proceeds to provide clear ownership to the buyer).
- Any finance owing on the membership must be paid out in FULL prior to membership transferring to a new owner.
- Current year's credits must be available for buyer's use.
- All accrued credits and/or bookings under your membership will transfer to the buyer upon a sale.

In order for us to effectively market your timeshare, it is important that you complete **ALL** of the information on the **Authority to Sell** form and provide a copy of your membership certificate, as well as Wyndham's Disclosure of Information form. If you do not have the answers to the questions we ask, please contact Wyndham directly to ask them. It is very important that we are provided with all of the information on the form in order to effectively market and answer any potential buyers' questions.

Please do not hesitate to contact us should you need clarification of any aspect of listing and marketing of your timeshare for resale.

We are happy to be of service to you...





Office Use Only: RTR No: _____

AUTHORITY TO SELL

Contact Details

Name(s) _____

Address _____
No & Street City/Suburb State P/Code

Tel (H) _____ (W) _____

(F) _____ (M) _____

Email _____

Ownership Details

Name of Company/ Club _____ Ownership Number _____

Anniversary Date _____ You must include Anniversary date

Date Ownership Expires _____

No of Points/Credits For Sale _____ ie Annual entitlement issued

Accrued Points/Credits Available _____ Expiry Date _____

Current Annual Levy \$ _____ Paid [] Y / [] N If no, amount owing \$ _____

Is your Timeshare Financed? [] Y / [] N If yes, amount outstanding \$ _____

Nett Figure acceptable to you* \$ _____ Is this negotiable? [] Y / [] N

Owner's Declaration

* I agree:

- [] Any outstanding levies at the time of sale will be deducted from owners' proceeds of sale.
[] I/We understand that all accrued credits and/or bookings under my membership will transfer to the buyer upon a sale.
[] \$1,500 for standard sales up to \$10,000. Up to \$3,000 for multiple sales, or for sales over \$10,000 will be added to the asking price to cover RTR's commission.
[] To provide permission for RTR to obtain ownership and levy status information from Wyndham Vacation Club.

Signed _____

Signed _____

Date _____



TAX INVOICE/RECEIPT

Date _____
Seller's Name(s) _____
Name of Company/Club _____
Seller's Phone number _____

Charges

Listing Fee \$204.55
Covers administration costs and the marketing of your membership for a 12 month period.

This listing is valid for 12 months and the listing fee is non-refundable.

GST \$20.45

Total Payable \$225.00

Payment

Payment may be made by

- **Cheque** (made payable to **RTR General Account**).
Please note: If you live **outside of Australia**, we only accept credit card or direct deposit payments in **AUD only**. We do not accept cheques from owners living overseas.

Direct Deposit into RTR General Account, BSB # 084 510, Account # 185 247 199. Using your *surname* as a reference. Please attach this page to your listing noting your direct deposit. If you are making a direct deposit from overseas, our NAB address is NAB Ashmore City Shopping Centre, Ashmore QLD 4214, and Swift code is NATAAU3304B

- **Credit Card** Mastercard Visa Card

Card No _____

Expiry Date _____ / _____

Name on Card _____

Signature of Cardholder _____

Please return this invoice with the **Authority to Sell** – retaining a copy for your records.

Australia: 1800 021 129
New Zealand: 0800 558 668
Fiji: 008 003 263
International: +61 (0)7 5512 8057
Fax: +61 (0)7 5512 8774
Email: transfer.ownership@wyn.com

✉: PO Box 7493, Gold Coast MC QLD 9726, Australia
(Monday to Friday: 7.30am to 7.00pm AEST)

Thank you for your request to Transfer your Ownership.
Please find attached a Transfer Request Pack, which includes a Disclosure of Information form and Transfer Request form.
These forms must be completed by all Owners before we can generate Ownership Transfer Documents.

We have also provided you with an information pack for the Ownership Transfer process. Please take the time to read and understand all aspects of the Ownership Transfer process before you choose to continue with your Transfer.

The Disclosure of Information form states that *you are allowing us to share any of your necessary personal information with the other parties involved in the Transfer* for the purpose of completing the Ownership Transfer. This personal information includes but is not limited to your name and details of the Ownership (including upcoming holiday bookings and levy status).

Once we receive the fully completed and signed Transfer Request Form, including the completed Disclosure of Information forms **from all parties**, please call us and we will process the non-refundable Transfer Fee and generate the Transfer Ownership documents. This is usually completed within seven (7) business days from receipt by us.

Please note the following important terms and conditions:

- **All parties must sign a Disclosure of Information form before the Transfer process can begin.**
This is to ensure we have authority from all parties regarding the protection of the privacy and personal information of each party involved. We cannot Transfer an Ownership without a signed Disclosure of Information form from **all** involved in the Transfer.
- All Transfers require payment of a non-refundable fee
 - There is no fee charged for Transferring the Ownership of a Deceased Estate
- An Ownership can only be combined if they are in the **same currency**. We cannot combine AUD\$ and NZD\$ accounts
- If the account still has an outstanding loan amount to Finance by Wyndham Pty Ltd, all Transferees (including current Owners) are required to complete an Application for Finance and apply to Finance by Wyndham Pty Ltd for a change to the Credit Contract.
- Wyndham reserves the right to refuse a transfer application at its discretion.
- All outstanding bookings will be transferred to the new Owners at the date of Transfer
 - Any alteration to this term must be agreed upon between the Transferor/s and Transferee/s and must be notified to Wyndham Vacation Resorts Asia Pacific in writing from both parties. Wyndham is not liable for the cancellation of any bookings following the transfer of Ownership.
- Privileges by Wyndham benefits are not transferred unless the transfer is to an immediate relation, from a Deceased Estate, or the transferee purchases an upgrade to Privileges. In the event of a transfer between immediate relations, we require a statutory declaration stating that this is the case, or a certified death certificate and Will or probate in the case of a Deceased Estate.

If you have any queries or concerns, please don't hesitate to contact us.

Kind regards,

The Transfers Department
Wyndham Vacation Resorts Asia Pacific Pty Ltd



OWNERSHIP TRANSFER REQUEST & INFORMATION PACK

Before you begin:

- Before requesting an Ownership Transfer, all applicants should read all information provided in this pack
- Additional evidence is required to complete the Transfer request

TRANSFER PACK CONTENTS

Contents	Page
How To Apply	3
Contact Details	3
Ownership Transfer & Resale Information	4
Terms Used	5
FAQs	6-7
Vacation Credit Factsheet	8
Transfer Application Form	9

HOW TO APPLY

- If you intend to sell your Vacation Credits privately, please contact the Contract Administration Department on +617 5512 8057 or email Transfer.Ownership@wyn.com.
- The transfer process requires all parties to sign a Disclosure of Information form, and return the Transfer Request and Payment Authority form.
- Once these have been received, the Transfers Department will provide applicants with Transfer Application Documents that must be completed in full, witnessed by a Justice of the Peace or other appropriate witness (where applicable), and returned to us within 28 days of the issue date. All forms must be the witnessed originals.

You must lodge your completed, witnessed Transfer Application Documents with all relevant, original signed documentation to Wyndham Vacation Resorts Asia Pacific by posting it to:

Wyndham Vacation Resorts Asia Pacific Pty Ltd
PO Box 7493
GOLD COAST MC QLD 9726
AUSTRALIA

CONTACT DETAILS

WYNDHAM VACATION RESORTS ASIA PACIFIC PTY LTD

ABN 30 090 083 613 ACN 090 083 614

(Monday to Friday: 8.00am to 7.00pm AEST)

Australia:	1800 021 129
New Zealand:	0800 558 668
Fiji:	008 003 263
International:	+61 (0)7 5512 8038
Fax:	+61 (0)7 5512 8774
Email:	Transfer.Ownership@wyn.com

✉: PO Box 7493, Gold Coast MC QLD 9726, Australia

OWNERSHIP TRANSFER & RESALE INFORMATION

If you decide to relinquish your Ownership in the WorldMark South Pacific Club, we are happy to provide you with assistance and advice. However, please be aware that neither WorldMark South Pacific Club nor Wyndham Vacation Resorts Asia Pacific Pty Ltd ("Wyndham") assists in the exchanging of payment for the Ownership; this is strictly up to the individuals involved in the transaction.

All parties should be aware of the following conditions:

- Transferring your Ownership will incur a transfer fee. The transferring parties are responsible for any costs, including taxes (and GST) associated with the transfer.
- **All levies and finance payments need to be paid up to date**, as we cannot process the transfer if there is any money owing by the transferor to the Responsible Entity.
- It is the Transferor's responsibility to disclose all information to the Transferee regarding the Ownership. Likewise it is the Transferee's responsibility to inform themselves of all matters relating to the Ownership before signing the transfer paperwork.
- **The Transferee should be aware that some Vacation Credits may have already been used for the anniversary year and that there may be existing bookings that will fall after the transfer date.** It is Wyndham's policy that all Vacation Credits, Booked Vacations and any other Ownership benefits and requirements belong to the Transferee from the date of transfer. The Transferor and Transferee may choose to make a separate arrangement regarding overlapping bookings and Vacation Credits, which must then be advised to Wyndham in writing and contain all parties' signatures, witnessed by a Justice of the Peace or other approved witness as listed.
- The number of Vacation Credits available on the Ownership that will renew on the Anniversary Date may be more or less than those purchased, depending on the amount already used by the Transferor.
- Any Privileges by Wyndham benefits given to the Transferor by the Developer will not be transferred to the Transferee, regardless of the number of Credits transferred, unless the Transferee chooses to purchase an upgrade, the Transferee is an immediate relation of the Transferor and provides a statutory declaration to that effect, or the transfer is from a Deceased Estate.
- Wyndham reserves the right to refuse a transfer application at its absolute discretion.

If you sell your Vacation Credits privately, please contact the Contract Administration Department on +617 5512 8057 or email Transfer.Ownership@wyn.com. The transfer process requires all parties to sign the necessary Deed of Transfer forms provided in the Transfer Application Documents, have them witnessed by a Justice of the Peace (Commissioner for Declarations or Solicitor), and return the witnessed originals to us within 28 days of the documents' issue date.

For further information and terms and conditions, please refer to our Product Disclosure Statement, which can be found on our website: <http://www.wyndhamap.com>.

Transferor please sign to signal your understanding of resale information: _____

Transferee please sign to signal your understanding of resale information: _____

TERMS USED

Terms	Meaning In Relation To This Request
Ownership	A membership in the WorldMark South Pacific Club, the holding of Vacation Credits for use at associated Club Resorts, and the ongoing financial commitment.
Owner(s)	Member who has been issued Vacation Credits
Transfer	In this instance, a change in the Ownership of Vacation Credits. This can include, but is not limited to, the transfer of Ownership from one party to another, the inclusion of an additional Owner, the removal of one or more Owners and the split of one Ownership into two separate Ownerships. Executors of deceased estates will also be required to complete an Ownership Transfer Application.
Disclosure of Information	The disclosure of personal information to other relevant parties for the purpose of the Transfer. Consent for the Disclosure of Information must be provided to Wyndham for a transfer to be undertaken. Information can include but is not limited to names, addresses, existing bookings, annual levy status and Ownership details.
Certified Copy	A copy of a document certified by a registered Justice of the Peace (or approved alternative witness listed below).
Witnessed Document	An original document witnessed by a Justice of the Peace (or approved alternative witness listed below).
Transferor	The current Owner(s) who wish to relinquish their Ownership or add additional joint Owners to the Ownership.
Transferee	The person(s) intending to be named as Owner(s) of the Ownership from the date of transfer. The transferee(s) will take Ownership of all remaining Vacation Credits within the account (unless otherwise determined between the Transferor and Transferee), and will be responsible for paying all future fees and levies from the date of transfer.
Vacation Credits or Credits	Beneficial interest in the Club which represent an Owners' usage rights. The amount of credits an Owner has determines when, where and for how long they can vacation. Vacation credits have a two-year lifespan, after which they will expire.
Booked Vacations	Booked vacations refer to existing vacation reservations made by the Transferor as at the date of transfer.
Finance	Finance is a credit contract between an Owner and Finance by Wyndham Pty Ltd. Any agreement with Finance by Wyndham Pty Ltd is separate and distinct from the transfer of Ownership. Any Owner who intends to transfer their ownership must either pay out all monies due and owing to Finance by Wyndham Pty Ltd or make application to Finance by Wyndham Pty Ltd for changes to the credit contact including the adding of new debtors.
Levies	Levies are annual fees charged to Owners to cover the upkeep and maintenance of the Club Resorts. The number of Vacation Credits owned determines the annual levies payable and are payable on a monthly, quarterly or annual basis for the life of the Ownership.
Autopay	Autopay is the easy way to pay Ownership levies, by having automatic deductions taken from your account on a regular schedule. It is a hassle-free way of making sure Owners don't behind in their payments, and can enjoy their holidays without worrying about money.
Privileges by Wyndham	Privileges by Wyndham is a benefits program providing greater options and flexibility for Members and is separate from Ownership. Privileges Members can use Credits to book a wider range of travel options than normally available, including but not limited to flights, accommodation, travel packages and cruises.

FREQUENTLY ASKED QUESTIONS WHEN APPLYING FOR A TRANSFER

Why do we have to complete Disclosure of Information forms?

We value your privacy and we abide by the Privacy legislation. We must obtain your consent to disclose any personal information to another person.

We understand that many people are completing Transfers involving close friends and family, and that these forms may seem unnecessary, but we believe that your personal information and privacy is worth this extra step.

Where can I locate a Justice of the Peace (JP)?

There are many online JP registers for each state and territory. Simply search for 'JP register (state/territory)'.

Most local shopping centres have JPs who are available on weekends or after-work hours.

If you are unable to locate or access a JP in your local area, we have put together a list of acceptable witnesses, *in order of preference*:

- Commissioner for Declarations
- Legal practitioner
- Commissioner for Affidavits
- Magistrate
- Judge of a court
- Registrar, or Deputy Registrar, of a court
- Patent attorney
- Trademarks attorney
- Police Officer

How long does the transfer take to complete?

Once all documents are received, and they are complete and correct, it generally takes seven (7) business days to finalise the transfer of Ownership.

Do I, the Transferee, need to apply for finance from Finance by Wyndham Pty Ltd?

Any agreement with Finance by Wyndham Pty Ltd is separate and distinct from the transfer of Ownership. If, however, the Ownership is not fully paid for, all transferees (including Current Owners) will need to apply for finance to ensure they can afford the repayments. Please be aware that even if the Ownership is paid in full, the Owner will still be obligated to pay the annual levy fees associated with Ownership.

If I'm already on the ownership and paying for the loan repayments, why do I need to apply for finance?

Even though you are currently on the Ownership and making loan repayments, you are requesting a change to your loan contract. Each time a change is requested to your loan contract, we are legally obliged to ensure that we are lending responsibly. In compliance with the National Consumer Credit Protection Act and under our Australian Credit Licence we need to ensure that your finance agreement is suitable for you.

How much is the Transfer Fee?

The Transfer Fee is dependent on the situation. When splitting or combining an Ownership, the Transfer Fee is usually \$300. To transfer ownership, the Transfer Fee is usually \$200. To add or remove an Owner from an Ownership, the Transfer Fee is usually \$100. If transferring the Ownership of a deceased estate, there is usually no Transfer Fee. Please be aware that **this is a guide only**, and different fee schedules may be applied depending on circumstance. The Transfer Fee is inclusive of all taxes.

Do I have to pay Wyndham money to purchase an Ownership through a transfer?

Wyndham charges a non-refundable Transfer Fee to process the transfer of Ownership only. We simply facilitate the transfer of Vacation Credits and we have no interest in or knowledge of privately-agreed purchases arrangements between the Transferor and the Transferee.

When I Transfer my Ownership, can I still use the booking I made or the credits awarded before the Transfer started?

When you transfer your Ownership, it is transferred in full as it stands from the date of transfer, to the Transferee unless otherwise agreed and advised in writing to Wyndham. Please ensure this written advice is signed by all parties and witnessed by a JP or other approved witness as listed.

I am purchasing an Ownership that has Privileges by Wyndham Membership. Will I automatically be a Privileges Member?

Unfortunately, a Privileges Membership is not transferrable to any other party, even when transferring an Ownership with Privileges. Membership in Privileges is separate and distinct from membership in the Club and does not attach to the Ownership. You can, however, choose to upgrade to a Privileges Membership. Simply contact Wyndham to find out how you can do this.

This clause may be waived when transferring Ownership between immediate family members who have provided a statutory declaration with their completed application, or the Transfer is a Deceased Estate. This is at the discretion of Wyndham.

What if I cannot locate someone to sign the documents to remove him or her?

When you joined Wyndham, you signed legal documents that stated that all Owners legally have the same rights to Ownership. Therefore, to remove an Owner, you will both be required to sign the documents. You will need to try all reasonable steps to locate the other person, including but not limited to:

- Contacting known family and friends;
- Searching White Pages;
- Searching social network sites;
- Completing a Police Check to locate the other party;
- Completing an Electoral Role check to locate the other party; and
- Utilising the services of a lawyer/solicitor.

VACATION CREDIT FACTSHEET

We recommend that you read the Product Disclosure Statement for full details on the features of WorldMark South Pacific Club and benefits from Vacation Ownership

Important Information about Vacation Credits and Booked Vacations for Ownership Transfers:

All current Vacation Credits and future booked vacations will be transferred to the Transferee, and will no longer be available for the Transferor's use.

The Transferor and Transferee may choose to come to a private agreement regarding any remaining Vacation Credits or Booked Vacations, but this agreement must be advised to Wyndham in writing, signed by all parties, and witnessed by a Justice of the Peace or other approved witness as listed.

What are Vacation Credits?

Vacation Credits are the “currency” of the WorldMark South Pacific Club and represents the beneficial interests of Owners in the Club. When Owners join the Club, they purchase however many Credits they think will suit their lifestyle and meet their holiday needs. These Credits are then deposited directly into their personal WorldMark South Pacific Club account, ready for immediate use.

Owners use their Vacation Credits to book accommodation for single or multiple night stays at Club Resorts; according to resort availability, reservation guidelines, seasons, and the Club’s Credit charts.

How do Vacation Credits work?

The Club’s Vacation Credit system works much like a traditional bank account. When Owners book a holiday, the Credits needed to cover the reservation are automatically withdrawn from their account.

Credits have a two-year lifespan and can be used, saved, borrowed, or even gifted to family and friends. At the end of the two-year period, any remaining Vacation Credits will expire on the last day of the month in which the Owner’s anniversary date falls.

Each year, on their anniversary date, an Owner’s WorldMark South Pacific Club account is refreshed with the full number of Vacation Credits they own (unless they have borrowed from their following year’s allotment.)

Provided their annual levy fees for the upcoming year are paid in full, WorldMark Premier Owners can choose to borrow Vacation Credits from the upcoming year to increase their holiday options in the current year.

UNDERSTANDING CREDIT CHARTS

When planning your holidays, it is important to remember that the number of Vacation Credits required to book a particular resort will be determined by **1, 2, 3** and **4** below. We'll use Coffs Harbour - Terraces as an example:

1 RESORT LOCATION

The location of the resort.



2 TIME OF YEAR

The season that you wish to book in:

- Red (high season)
- White (medium season) or
- Blue (low season)



3 ROOM TYPE

The apartment size you desire (e.g. one-bedroom or two-bedroom).

Please note the number of people that each type of apartment can accommodate – limits may not be exceeded.



4 DAY OF THE WEEK

The days of the week you will be reserving.

	Nightly Rate (in Vacation Credits)			Weekly Total
	Mon-Thu	Fri-Sat	Sun	
Studio (Sleeps 2)	BLUE 300	700	400	2000
	WHITE 600	925	750	5000
	RED 850	1250	1100	7000

Transfer Application Disclosure of Information Consent Form

Transfer FROM (Names): _____

Your Owner Number: _____

Transfer TO (All Names): _____

Their Owner Number (if applicable): _____

Disclose Information To (Broker) : Royale Timeshare Resales

Number of Credits to Transfer (or "All"): ALL

Email (or post, if preferred) Documents Here: resales@royaletimeshare.com.au

I/We hereby provide express consent to Wyndham Vacation Resorts South Pacific Limited, Wyndham Vacation Resorts Asia Pacific Pty Limited (collectively referred to as Wyndham) to disclose any personal and financial information held by Wyndham (including but not limited to address, credits owned, annual levy status and current bookings) from the date of signature hereof to any and all parties involved in the Ownership transfer I/we am/are requesting. This consent applies to the disclosure of information to all current and intended Owners of the Ownership in question, for the purpose of transferring Vacation Credits held in the WorldMark South Pacific Club by Wyndham.

I/We understand and agree that Wyndham and all related entities, their employees and officers accept no liability and responsibility whatsoever for errors or omissions, including negligence, or for any damage, loss or claim arising from disclosing any personal and/or finance information.

**** ALL INVOLVED MUST SIGN A COPY OF THIS FORM ****

*This document does **not** require the signature of a Justice of the Peace – anyone can witness this form.*

Full Name: _____ **Signature/s:** _____ **Date:** _____

Full Name: _____ **Signature/s:** _____ **Date:** _____

Witness Full name: _____

Witness Signature: _____ **Date:** _____

Additional Notes: