

## **Crown Resorts - Transferring Your Membership**

In order to process the transfer of membership please complete the "Form of Surrender and Request for Transfer" on the back cover of your **Original Membership Certificate/s**.

This form needs to be completed and signed by both the current member (and joint member/s if applicable) and purchaser/s. Please include full name(s), address, telephone no(s) & e-mail address, if applicable.

### **The Transfer Fee**

The fee payable for processing the transfer and issuing the new membership certificate/s in the name of the new member/s is £100 per week (please make sterling cheques payable to "Vacation Care re Crown Resorts).

If you reside outside of the UK and/or prefer to process payment by bank transfer, please note the following bank details:

Bank: Barclays Bank Plc, 6 Clarence Street, Kingston Upon Thames, Surrey, KT1 1NY, UK

IBAN: GB71 BARC 2046 7310 6853 64

Swift Code (SWIFTBI C): BARCGB22

Account Holder: Vacation Care Int. Ltd. Re Crown Resorts

*(Important Note: Please ensure that a copy of the bank transfer receipt is included together with the Membership Certificate to enable us to identify the payment.)*

### **Where to send the Transfer documentation**

Please send the completed form/certificate, together with the transfer fee (cheque or copy of the bank transfer receipt) to:

Vacation Care International Ltd.

Vacation Care House

50 Sheen Lane

LONDON, SW14 8LP

ENGLAND

### **Management Charges**

Please note that in order to be able to process the transfer, the current year management charge (and any outstanding previous year balance if applicable) must be paid up in full in advance of the transfer.

If you are paying your management charges in instalments by direct debit, please contact the Vacation Care UK office on +44 (0)208 939 6666 to cancel your direct debit and settle any outstanding dues in advance of the transfer.

### **If you are affiliated to RCI or RCI Points**

Please note that you need to inform RCI and/or RCI Points of the fact that you are terminating your membership in respect of the week/s in question, and comply with their corresponding prior notice conditions.

If you have lost or mislaid your Original Membership Certificate

If you are no longer in possession of your original Membership Certificate, please download an Indemnity Form from <http://www.realestate.vacationcare.co.uk/images/property/indemnityForm.pdf> which will need to be completed and signed by the parties and returned to Vacation Care together with the Transfer Fee.

Who to Contact

If you have any additional questions or queries regarding transfer of membership please contact:

Isabel Solagna

Tel. UK residents: 0871 221 1414 - Choose Option 3

Tel Non UK residents: +34 952 93 94 38

E:Mail: [isabels@vacationcare.com](mailto:isabels@vacationcare.com)