



North Carolina Real Estate Commission  
 P.O. Box 17100, Raleigh, N.C. 27619-7100  
 Phone (919) 875-3700 • E-mail: RA@ncrec.gov  
 Website: www.ncrec.gov

Commission Use Control No.: _____ Fee: _____
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**APPLICATION FOR RENEWAL OF TIME SHARE PROJECT REGISTRATION**

**DATE OF SUBMISSION** \_\_\_\_\_

Instructions

- Complete, sign (before Notary Public), and return this form and \$800 fee (certified check or money order) to the Real Estate Commission so that they are received by June 30. Applications not received in proper form by June 30 will be assessed a \$50 late fee.
- It is unlawful to sell time shares when the certificate of registration has expired**

\* \* \* \* \*

The UNDERSIGNED DEVELOPER makes application to the North Carolina Real Estate Commission for the renewal of the Certificate of Registration heretofore issued to the time share project:

Project Name: \_\_\_\_\_ Registration No. \_\_\_\_\_

Project Mailing Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Developer's Email Address: \_\_\_\_\_

Developer Name: \_\_\_\_\_

(As it appears on Time Share Registration Certificate)

**Records**

In order to renew the time share project registration, you must complete the applicable portions of this Section (marking "No Changes" or leaving this section blank will result in return of form):

1. \_\_\_\_\_  
 MANGING ENTITY NAME

Address - Not P. O. Box or Address c/o Project \_\_\_\_\_ Date of Duty Assigned (mo/day/year) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

2. \_\_\_\_\_  
 MARKETING ENTITY NAME

Address - Not P. O. Box or Address c/o Project \_\_\_\_\_ Date of Duty Assigned (mo/day/year) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

3. \_\_\_\_\_  
 REGISTRAR NAME (See G.S. 93A-58(a))

Address - Not P. O. Box or Address c/o Project \_\_\_\_\_ Date of Duty Assigned (mo/day/year) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

4. \_\_\_\_\_  
 INDEPENDENT ESCROW AGENT Name (See G.S. 93A-42 (a))

Address - Not P. O. Box or Address c/o Project \_\_\_\_\_ Date of Duty Assigned (mo/day/year) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

5. \_\_\_\_\_  
 PROJECT BROKER Name (must be individual, not firm) (See G.S. 93A-58(c)) License No. \_\_\_\_\_

Address - Not P. O. Box or Address c/o Project \_\_\_\_\_ Date of Duty Assigned (mo/day/year) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

\* Changes in registrar, independent escrow agent and project broker must be accompanied by affidavits from the individuals attesting to their acceptance of these positions and an affidavit of notifying change signed by the Developer. These affidavit forms are available at [www.ncrec.gov/Resources/Forms](http://www.ncrec.gov/Resources/Forms) or upon request to the Commission's Time Share Clerk.

**BROKERS ASSOCIATED WITH PROJECT**

NOTE: This notification does not relieve the individuals listed below from personally reporting changes in their employment status to the Commission.

1. \_\_\_\_\_  
Name \_\_\_\_\_ License No . \_\_\_\_\_
2. \_\_\_\_\_  
Name \_\_\_\_\_ License No . \_\_\_\_\_
3. \_\_\_\_\_  
Name \_\_\_\_\_ License No . \_\_\_\_\_

**Exchange Programs**

Purchasers have the opportunity to subscribe to the following exchange program(s).

**Attach a current copy of the Exchange Disclosure Report for each program.**

1. \_\_\_\_\_  
(Name of Exchange Program)
2. \_\_\_\_\_  
(Name of Exchange Program)

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

**If you have not notified the Commission of changes made in any registration documents, do so now following the procedures set forth in the Commission's "Amendment Rule" (B.0104).**

AFFIDAVIT

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn deposes and says:

That the statements and information contained herein and herewith submitted are true and that the information contained in the registration and any amendment properly filed with the North Carolina Real Estate Commission are accurate and current on the date of this renewal application.

FURTHER AFFIANT SAYS NOT.

If the Developer is a **Sole Proprietor** or **Partnership**, this application must be signed by the **Sole Proprietor** or **General Partner** or the **Developer's Attorney**.

If the Developer is a **Corporation** or **LLC**, this application must be signed by **two Executive Officers of the Corporation**, **two Managers of the LLC** or the **Developer's Attorney**.

\_\_\_\_\_  
Typed or Printed Name Title

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in the State of \_\_\_\_\_  
County of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Typed or Printed Name Title

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Public in the State of \_\_\_\_\_  
County of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

(SEAL)

As required by the NC state legislature in NCGS § 143-765, effective January 1, 2018, in order to apply for or renew an occupational license, permit, or certification, the applicant must certify that they have read and understand the public notice statement from the Employee Classification Section of the State Industrial Commission and must disclose any investigations for employee misclassification.

Please read:

**Public Notice Statement**

*required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31, 2017*

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

Employee Classification Section  
North Carolina Industrial Commission  
1233 Mail Service Center  
Raleigh, NC 27699-1233  
Telephone: (919) 807-2582  
Fax: (919)715-0282  
Email: [emp.classification@ic.nc.gov](mailto:emp.classification@ic.nc.gov)

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [N.C. Gen. Stat. § 143-762(5)]

**I certify that I have read and understand the *Public Notice Statement*.**

**Within one year of this application, has the applicant been the subject of an investigation for employment misclassification by a government entity? Yes No**

**If YES, please provide the investigating entity, case or file number, if known, and the results of the investigation.**