



NORTH CAROLINA REAL ESTATE COMMISSION
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Guide for Time Share Project Renewal

Instructions

- **It is unlawful to sell time shares when the Certificate of Registration has expired.**
- If you have not notified the Commission of changes made in any registration documents, do so now following the procedures set forth in 21 NCAC 58B .0104.
- Application For Renewal of Time Share Project Registration is due by June 30th each year.
- This form is to be completed by either the Developer, Developer's Attorney or the Project Broker.
- \$800 non-refundable Renewal Application Fee from May 15th - June 30th.
- \$850 non-refundable Reinstatement Application Fee if received after June 30th.
- Payment may be made online with a Visa, MasterCard, American Express, Discover, or valid PayPal account. A renewal or reinstatement application that is mailed to the Commission must be accompanied by a certified bank check only. **All fees are non-refundable.**

Following is information that will be required for completion of the renewal application

- Type of Application: Renewal, Reinstatement
- Project Name, Registration No., Mailing Address
- Developer Name, Address, Phone, E-mail Address
- Managing Entity Name, Address, Phone, E-mail Address
- Marketing Entity Name, License No., Address, Phone, E-mail Address
- Registrar Name (See G.S. 93A-58(a)), Address, Phone, E-mail Address
- Independent Escrow Agent (See G.S. 93A-42(a)), Address, Phone, E-mail Address
- Project Broker Name (See G.S. 93A-58(c)), License No., Address, Phone, E-mail Address
- Brokers Associated with Project including Name and License No.
- Name of Exchange Program, if any
- Signature