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