



**Common Interest Community Board  
 TIME-SHARE PROGRAM REGISTRATION/AMENDMENT APPLICATION**

**A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
 APPLICATION FEES ARE NOT REFUNDABLE.**

Type of Registration (select one)	X	Trans Code	Fee	Fee Submitted
Initial	<input type="checkbox"/>	1020	\$1,500.00	
Phase Amendment (adding a project, units, or interests)	<input type="checkbox"/>	5052	\$250.00	
Amendment (other type of amendment)	<input type="checkbox"/>	N/A		No Fee
Virginia CIC Board Time-Share Registration Number		0 5 1 5		

VA CIC Registration Numbers required for Amendments only

1. Name of Time-Share Program \_\_\_\_\_

2. Time-Share Project Location  
 Principal Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Name of Developer \_\_\_\_\_

4. Developer's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Developer's Principal Street Address  Check here if Street Address is the same as the Mailing Address listed above.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Select **one** of the following and provide the information below about the developer named above.

Business Federal Employer Identification Number (FEIN) \* [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
 Federal Employer Identification Number (12-3456789)

\* State law requires every applicant, who is not a sole proprietor, to provide a federal employer identification number. Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Developer's Social Security Number **and/or** [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]

**Virginia** Department of Motor Vehicles Control Number \* [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
 DO NOT INCLUDE DASHES (1234567890)

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the Department.

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

7. Developer's Email Address \_\_\_\_\_

8. Contact Numbers  
 \_\_\_\_\_ Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Fax \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	0515	FILE #/LICENSE #	ISSUE DATE

9. Developer's Type of Organization (select only **one**)

- Sole Proprietorship      General Partnership      Association      Other, please specify: \_\_\_\_\_  
 Corporation ♦      Limited Liability Company ♦      Limited Partnership ♦

State Corporation Commission Number \_\_\_\_\_

- ♦ If the firm/business is a **corporation, limited liability company, or limited partnership**, the firm/business must be registered with the Virginia State Corporation Commission. Firms/businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firms must register any trade or fictitious names with the State Corporation Commission. For additional information, contact the SCC at [www.scc.virginia.gov](http://www.scc.virginia.gov) or by phone at (804) 371-9733.

10. a. What form of time-share ownership are you registering?★

★ "*Time-Share Estate*" means a right to occupy a time-share unit or any of several time-share units during five or more separated time periods over a period of at least five years, including renewal options, coupled with a freehold estate or an estate for years in one or more time-share units or a specified portion of such time-share units. "*Time-Share Use*" means a right to occupy a time-share unit or any of several time-share units during five or more separated time periods over a period of at least five years, including renewal options, not coupled with a freehold estate or an estate for years in a time-share project or a specified portion of such time-share project.

- Time-Share **Estate**  
 Time-Share **Use**

b. Types of time-shares being offered and sold:

- Fixed  
 Floating  
 Undivided interest  
 Fractional  
 Vacation club  
 Points  
 Other (please describe) \_\_\_\_\_

11. Please indicate the following as applicable:

	In this Offering	Total in the Entire Time-Share Program
Number of Time-Share Units or Equivalent		
Number of Time-Share Interests		
Number of Points		

12. Are the time-share interests in the time-share program either direct or indirect beneficial interests in a trust created pursuant to the situs time-sharing law or other applicable law of the situs?

- No   
 Yes

13. Does the time-share program contain a conversion time-share project?★

★ "*Conversion time-share project*" means a real estate improvement that, prior to the disposition of any time-share, was wholly or partially occupied by persons as their permanent residence or on a transient pay-as-you-go basis other than those who have contracted for the purchase of a time-share and those who occupy with the consent of such purchasers.

- No   
 Yes  If yes, has the building(s) been occupied within the last three years?      Yes      No

14. Will the purchasers of the time-shares be offered the opportunity to subscribe to or participate in an exchange program?

- No   
 Yes  If yes, is the exchange program an affiliate of the developer?      Yes      No

15. Location of each of the developer's sales offices in Virginia:

Street Address	City, State & Zip Code	Manager's Name

Street Address	City, State & Zip Code	Manager's Name

16. In consideration of the requirements of § 55.1-2220 of the *Code of Virginia*, how will deposits be handled?
- Deposits will be held in escrow in a separate account designated for this purpose that is federally insured and located in Virginia, in accordance with § 55.1-2220(A) of the *Code of Virginia*.
  - Deposits will be held in escrow in the regular account of a real estate broker licensed under the laws of the Commonwealth, in accordance with § 55.1-2220(A) of the *Code of Virginia*.
  - Deposits will be held in escrow in the regular escrow account of an attorney licensed under the laws of the Commonwealth, in accordance with § 55.1-2220(A) of the *Code of Virginia*.
  - In lieu of escrowing deposits, the developer of a time-share project consisting of more than 25 units will submit an individual or blanket corporate surety bond in the form and amount set forth in § 55.1-2220(C) of the *Code of Virginia*.
  - In lieu of escrowing deposits, the developer of a time-share project consisting of more than 25 units will submit an individual or blanket irrevocable letter of credit in the form and amount set forth in § 55.1-2220(D) of the *Code of Virginia*.
  - N/A - Reason: \_\_\_\_\_
17. Building Status: Are all promised units and common elements offered and described in the time-share instrument, public offering statement, and plats and plans complete?
- Yes  If yes, Exhibit E will be reviewed to confirm the completion.
- No  If no, a payment and performance bond, irrevocable letter of credit or cash in the sum equal to 100% of the estimated cost of completion must be filed with the Board.
- REQUIRED DOCUMENTATION:** *Time-Share Building Status Form*
18. Is there an attorney representing the developer for this time-share program?
- No
- Yes  If yes, provide the following information:
- Name of Attorney \_\_\_\_\_
- Firm Name \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- City, State, Zip Code \_\_\_\_\_
- Phone & Fax \_\_\_\_\_
- Email Address \_\_\_\_\_
19. To whom should the Board mail correspondence, notices and other documents related to the time-share program registration?
- Developer
  - Attorney
  - Other If other individual or firm, provide the following information:
- Name & Title \_\_\_\_\_
- Firm Name \_\_\_\_\_
- Mailing Address \_\_\_\_\_
- Email Address \_\_\_\_\_

20. List all states or jurisdictions in which an application for registration or similar document has been filed for this time-share program. **If the time-share is located outside of Virginia, provide proof of registration in the situs state or other jurisdiction where the time-share project is located.**

21. Has any court or regulatory authority in the jurisdictions listed in question #20 entered any adverse order, judgment or decree in connection with the time-share program?

No

Yes  If yes, list the jurisdiction(s) and provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

22. Has the developer or any of the organization's officers or principals ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

By signing this application, I, the developer or authorized agent for the developer, hereby execute and file with the Secretary of the Virginia Common Interest Community Board full and irrevocable authority to receive service of any lawful process in any non-criminal proceeding arising under Sections §§ 55.1-2200 through 55.1-2252 of the *Code of Virginia* in the name of the applicant, either individually or co-partners or members of the applicant, in any of the courts of record of the Commonwealth of Virginia, and it is hereby stipulated and agreed that such service of process on said Secretary shall be taken and held in all courts to be valid and binding as if due service has been made upon the applicant, its partners and members personally within the Commonwealth of Virginia.

23. I, the undersigned developer or authorized agent for the developer, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to accept this application. I certify that I will notify the Department if I or any member of company management are subject to any disciplinary action or convicted of a misdemeanor or felony (in any jurisdiction) prior to becoming registered. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 55.1, Chapter 22, of the *Code of Virginia* and the *Time-Share Regulations*.

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL DOCUMENTATION**  
**(Label each exhibit as indicated.)**

Documents on file with the Board that have not changed in connection with the addition of a phase or amendment to the registration need not be refiled. The developer is required to provide the Board with a clean and highlighted/redlined copy of any amended documents to show the changes.

All exhibits may be submitted in paper or electronic format.

Electronic documents may be submitted on a DVD/CD, flash drive, or attached to an email sent to: [cic@dpor.virginia.gov](mailto:cic@dpor.virginia.gov).

- Exhibit A** A copy of the certificate of incorporation or certificate of authority to Transact Business in Virginia issued by the State Corporation Commission, or any other entity formation documents, together with any trade or fictitious name certificate.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit B** A certificate of recordation or other acceptable documentation from the city or county wherein the time-share is located.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit C** A copy of the title opinion, title policy or statement of the condition of the title to each time-share project included in the time-share program including encumbrances as of a specified date within 30 days of the date of the application by a title company or licensed attorney who is not a salaried employee, officer or director of the applicant or owner. **If the developer is not the recorded owner of the land**, attach a copy of the contract he has executed to purchase the land, any option he holds for purchase of the land, or any lease under which he holds the land.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit D** Proof that the applicant or developer owns or has the right to acquire an estate in the land constituting or to constitute each time-share project included in the time-share program which is of at least as great a degree and duration as the estate to be conveyed in the time-share.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit E** A statement of the zoning, subdivision, or land use obligations or proffers and other governmental regulations affecting the use of each time-share included in the time-share program, including the site plans and building permits and their status, any existing tax and existing or proposed special taxes or assessments that affect the time-share.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit F** A copy of the time-share instrument, including all applicable amendments and exhibits, that will be delivered to a purchaser and copies of the contracts and other agreements, which a purchaser will be required to agree to or sign.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit G** A narrative description of the promotional plan for the disposition of the time-shares.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit H** A copy of the proposed public offering statement and its exhibits that complies with § 55.1-2217 of the *Code of Virginia* and Part V of the *Virginia Common Interest Community Board Time-Share Regulations*. For a time-share located outside of Virginia, a similar disclosure statement required by other situs laws governing time-sharing may be submitted. Any amendment to a public offering statement reflecting a material change must be filed in accordance with 18VAC48-45-360 through 18VAC48-45-380 of the *Virginia Common Interest Community Board Time-Share Regulations*.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit I** A copy of the buyer's acknowledgment that contains the information required by subsection B of § 55.1-2226 of the *Code of Virginia*.  
 Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_

- Exhibit J** The signed original of (i) any bond or letter of credit obtained pursuant to § 55.1-2220 of the *Code of Virginia* in lieu of escrowing deposits; and (ii) any bond or letter of credit required by subsection B of § 55.1-2234 of the *Code of Virginia*, as applicable.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit K** A copy of any management agreements and other contracts or agreements affecting the use, maintenance or access of all or any part of the time-share program.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit L** A list with the names of every officer, manager, owner, or principal, as applicable to the type of firm under which the developer is organized to do business, of the developer or persons occupying a similar status within or performing similar functions for the developer. The list must include each individual's residential address or other address valid for receipt of service, principal occupation for the past five years, and title.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit M** A statement whether any of the individuals or entities named in Exhibit L are or have been involved as defendants in any indictment, conviction, judgment, decree, or order of any court or administrative agency against the developer or managing entity for violation of a federal, state, local, or foreign country law or regulation in connection with activities relating to time-share sales, land sales, land investments, security sales, construction or sale of homes or improvements, or any similar or related activity.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit N** A statement whether, during the preceding five years, any of the individuals or entities named in Exhibit L have been adjudicated bankrupt or have undergone proceedings for the relief of debtors.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit O** If the developer has reserved the right to add to or delete from the time-share program any incidental benefit or alternative purchase, a description of the incidental benefit or alternative purchase.
- Included     Previously submitted/unchanged     N/A Reason: \_\_\_\_\_
- Exhibit P** For any time-share program containing a conversion time-share project, a copy of the notice required by subsection D of § 55.1-2217 of the Code of Virginia and a certified statement that such notice shall be mailed or delivered to each of the tenants in the building or buildings of each conversion time-share project included in the time-share program.
- Included     Previously submitted unchanged     N/A Reason: \_\_\_\_\_