

## **Timeshare Company Registration Instructions**

- Complete the Timeshare Company Registration Application.
- Attach copies of information referenced in RCW 64.36.020 and RCW 64.36.030.
- Timeshare interest reservation filings must also include information contained in RCW 64.36.025.
- Incomplete project filings must also include information contained in RCW 64.36.028.
- Draft a copy of the public offering statement, referring to RCW 64.36.140 and WAC 308-127-130 for assistance. A sample copy of a public offering statement is enclosed for your reference and review.
- Attach the appropriate licensing fee; make it payable to the Washington State Treasurer.
- Return the completed, signed application, along with supporting documents and licensing fee to:

**Department of Licensing  
Business and Professions Division  
Timeshare Section  
PO Box 9048  
Olympia, WA 98507-9048**

**Please Note:**

RCW 64.36.035 states in summary that all documentation is to be signed by the promoter, trustee, or holder of a power of attorney, and any person holding a 10% or greater interest in the corporation or partnership.

TIMESHARE SECTION  
P.O. BOX 9048  
OLYMPIA, WA 98507-9048  
(360) 664-6484  
FAX (360) 586-0998  
E-MAIL: RealEstate@dol.wa.gov

# Timeshare Company Registration Application



FOR VALIDATION ONLY

001-000-218-0004

### FEES:

<b>Original Registration</b> – Including One Timeshare Project	<b>\$1,000.00</b>
<b>Each Additional Timeshare Project</b>	<b>\$200.00</b>
<b>Each Apartment Unit</b>	<b>\$10.00</b>
<b>Interval Fees</b> – Through One Thousand @ <b>\$1.00 Each</b>	<b>\$1,000.00</b>
<b>Advertising Fee</b> – Per Advertisement	<b>\$25.00</b>

Make remittance payable to State Treasurer.  
Send this application with your remittance to:  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048

### Company Information

*Please type or print clearly in dark ink*

Business Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Physical Address of Business \_\_\_\_\_  
IF DIFFERENT FROM ABOVE

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Business Telephone No. (\_\_\_\_) \_\_\_\_\_  
AREA CODE

Washington Corporation No. \_\_\_\_\_ IF APPLICABLE      WA Revenue Tax No. \_\_\_\_\_ UNIFIED BUSINESS IDENTIFIER

**Type of Business:**     **Sole Proprietor**     **Partnership**     **Corporation**    If you checked partnership or corporation, attach a copy of the partnership agreement or the current Washington corporation document.

### Owner or Promoter Information

Applicant Name \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

### For Office Use Only

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Owner or Promoter Personal Data



1. Have you been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past ten years?  YES  NO
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction?  YES  NO
3. Has any professional or occupational license, certification or permit held by you, been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction?  YES  NO
4. Have you ever had a civil court order, verdict, or judgement entered against you in any court of competent jurisdiction in this state, any other state, the federal government, or any other jurisdiction?  YES  NO

**Please attach a letter of explanation for any Yes answers to the questions above, including charge(s), date of conviction, civil judgement or order, county jurisdiction, state, and disposition of charges.**

## Consent to Service

RCW 64.36.035 provides that a "consent to service of process" shall be signed by an owner/promoter unless a trustee or person with power of attorney is authorized in writing by the promoter to make such signature on the promoter's behalf. If the signature of a person with a power of attorney or trustee is used, the filing of the signature shall include a copy of the authorizations for the signature. **If the promoter is a corporation or a general partnership, each natural person therein, with a ten percent or greater interest or share in the promoter, shall, in addition to the promoter, be required to sign as required in this section, but may authorize a trustee or a person with power of attorney to make the signatures.**

As required for registration under the Timeshare Act, I/we, do hereby agree and consent that any lawsuit or legal proceeding naming the operators or the undersigned as defendants, and in which the allegations of complaints therein arise, or are alleged to have arisen, under any of the provisions of the Timeshare Act (RCW 64.36) may be commenced or served upon the operators or the undersigned by delivery of such pleadings or proceedings to the Director of the Department of Licensing or the Director's authorized representative at the Department of Licensing, Business and Professions Division, Timeshare Section, PO Box 9015, Olympia, Washington 98507-9015. Such delivery shall constitute legal service upon the operator. The Director shall, by certified mail, send to the promoter at its registration address of record with the department, or to its registered agent if a corporation, written notice and a copy of any such summons and pleadings. I/ we agree that it is my/our responsibility to keep said mailing address current with the Director.

## Affidavit

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the responsible owner/promoter and that I am authorized to sign for the partnership or corporation (if applicable), and that all timeshare salespersons hired by me to do business in this state shall be properly licensed.

I have carefully read the information herein, and pursuant to RCW 9A.72.085, I declare under penalty of perjury under the law of the state of Washington that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this statement of record, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of the registration as a timeshare company in the state of Washington.

<b>X</b> SIGNATURE OF OWNER/PROMOTER	_____	_____
<b>X</b> SIGNATURE OF TRUSTEE	_____	_____
<b>X</b> SIGNATURE OF HOLDER OF POWER OF ATTORNEY	_____	_____
<b>X</b> SIGNATURE OF INDIVIDUAL HOLDING 10% OR MORE INTEREST	_____	_____

**Once filed, this application is a public record and is subject to public disclosure. RCW 42.56**