



**Common Interest Community Board  
 TIME-SHARE EXCHANGE PROGRAM ANNUAL REPORT  
 Fee \$250.00**

**ANNUAL REPORTS ARE DUE BY JULY 1st OF EACH YEAR THAT THE EXCHANGE COMPANY  
 REGISTRATION IS IN EFFECT.**

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.**

Virginia Common Interest Community Board Exchange Company Registration Number 

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Name of Exchange Company \_\_\_\_\_

Exchange Program Name \_\_\_\_\_

Exchange Company's Street Address \_\_\_\_\_

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

Exchange Company's Mailing Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Name of Exchange Company Contact \_\_\_\_\_

Should the Board mail correspondence, notices and other documents related to the time-share exchange program to the exchange company?

- Yes
- No If no, to whom should the Board mail correspondence, notices and other documents related to the time-share exchange program?
  - Attorney
  - Other \_\_\_\_\_

Name \_\_\_\_\_

Firm/Business Name \_\_\_\_\_

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

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

Phone & Fax \_\_\_\_\_

Email Address \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE  <b>\$250</b>	TRANS CODE  <b>5050</b>	ENTITY #	FILE #/LICENSE #  <b>0516</b>	ISSUE DATE
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**1. EXCHANGE PROGRAM STATUS**

1.1 Number of owners enrolled in the exchange program \_\_\_\_\_


1.2 Based on their relationship to the exchange company, are the owners enrolled in the program as:

- Fee paying
- Gratuitous


1.3 Number of time-share properties, accommodations or facilities eligible to participate in exchange program \_\_\_\_\_

1.4 Percentage of Confirmed Exchanges (complete the following table for exchanges during the preceding calendar year)

Number of Exchanges Confirmed by the Exchange Company \_\_\_\_\_

Number of exchanges properly applied for  \_\_\_\_\_

Percentage of Confirmed Exchanges \_\_\_\_\_

 You are required to attach a complete and accurate statement of the criteria used to determine whether any exchange request was properly applied for.

1.5 Number of time-shares for which the exchange company has an outstanding obligation to provide an exchange to an owner who relinquished a time-share during the year in exchange for a time-share in any future year \_\_\_\_\_

**2. ANNUAL REPORT AND DISCLOSURE DOCUMENT STATUS**

2.1 Has the information reported in Section 1 (§ 55.1-2219(A)(17) of the *Code of Virginia*) been independently audited by a certified public accountant or an accounting firm in accordance with the standards of the Accounting Standards Board of the American Institute of Certified Public Accountants.

No If no, explain why.

Yes If yes, attach a copy of the most recent Exchange Company Audit Report required by § 55.1-2219(A)(17) of the Virginia Real Estate Time-Share Act.

2.2 Since the date of the last Annual Report filed with Common Interest Community Board, has there been any material change in the information contained in the Exchange Company Registration Application, in any supplements to the Application for Registration or in the Disclosure Documents?

No Is this the first Annual Report filed on behalf of the exchange company?  Yes  No

Yes If yes, the developer is required to provide the Common Interest Community Board with a clean and a highlighted/redlined copy of the amended Disclosure Document to show the material changes in accordance with § 55.1-2219(E) of the *Code of Virginia*.

By signing this annual report, I 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 annual report. I certify that I am authorized to bind the applicant to contracts and other legal obligations. I also certify that I understand, and have complied with, all the laws of Virginia under the provisions of Title 55.1, Chapter 22 of the *Code of Virginia* and all regulations of the Common Interest Community Board.

\_\_\_\_\_  
Name of Exchange Company

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Title