



**Common Interest Community Board**  
**TIME-SHARE EXCHANGE PROGRAM REGISTRATION APPLICATION**  
**Fee \$1,000.00**

**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.**

1. Name of Exchange Company \_\_\_\_\_  
 Exchange Program Name \_\_\_\_\_
2. Exchange Company's Street Address \_\_\_\_\_  
 (PO Box not accepted)  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Exchange Company's Mailing Address  Check here if Mailing Address is the same as the Street Address listed above.  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Name of Exchange Company Contact \_\_\_\_\_
5. Email Address \_\_\_\_\_
6. Contact Numbers \_\_\_\_\_  
 Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Fax \_\_\_\_\_
7. Select **one** of the following and provide the information below about the Exchange Company.
  - 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.*
  - Contact's Social Security Number **or**  -  -   
 Social Security or Virginia DMV Number (123-45-6789)
  - Virginia Department of Motor Vehicles Control Number\*
  - \* 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.
8. Exchange Company's Type of Organization (select only **one**)
  - Sole Proprietorship     Limited Partnership ♦     Limited Liability Company ♦     Other, please specify: \_\_\_\_\_
  - Association     General Partnership     Corporation ♦

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

♦ If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission. Firms 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 or the clerk of the circuit court in the locality where the business is to be conducted. For additional information, contact the SCC at [www.scc.virginia.gov](http://www.scc.virginia.gov) or by phone at (804) 371-9733.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
		\$1,000	1020		0516	

9. Has any court or regulatory authority entered any adverse order, judgement or decree in connection with the exchange company?

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.

10. Has 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, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record\* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

\* Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at 804-674-6718.

By signing this application, I, the authorized agent for the exchange company, 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.

11. I, the undersigned, 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 the company 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.)**

All exhibits may be submitted in paper or electronic format.

Electronic documents may be submitted on a 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 proposed disclosure document that complies with § 55.1-2219 of the *Code of Virginia*. The information required by Subsection A of § 55.1-2219 shall be accurate as of a date which is no more than 30 days prior to the date on which the information is delivered to the purchaser, except the the information required by subdivisions A 2, 12, 13, 14, 15, and 16 shall be accurate as of December 31 of the preceding year if the information is delivered between July 1 and December 31 of any year; information delivered between January 1 and June 30 of any year shall be accurate as of December 31 of the year prior to the preceding year. At no time shall such information be accurate as of a date which is more than 18 months prior to the date of delivery. All references in § 55.1-2219 to the word "year" shall mean calendar year.
- Exhibit B** A report independently audited by a certified public accountant or accounting firm in accordance with the standards of the Accounting Standards Board of the American Institute of Certified Public Accountants. The report shall provide the following for the preceding calendar year:
- a. The number of owners enrolled in the exchange program. Such numbers shall disclose the relationship between the exchange company and owners as being either fee paying or gratuitous in nature;
  - b. The number of time-share properties, accommodations or facilities eligible to participate in the exchange program;
  - c. The percentage of confirmed exchanges, which shall be the number of exchanges confirmed by the exchange company divided by the number of exchanges properly applied for, together with a complete and accurate statement of the criteria used to determine whether an exchange request was properly applied for;
  - d. The 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; and
  - e. The number of exchanges confirmed by the exchange company during the year;