



**Common Interest Community Board  
 TIME-SHARE RESELLER REGISTRATION APPLICATION  
 Fee \$250.00**

**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 Time-Share Reseller \_\_\_\_\_  
 2. Trade or Fictitious Name(s) of Reseller \_\_\_\_\_  
 3. Time-Share Reseller's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. Time-Share Reseller's Principal Street Address  Check here if Street Address is the same as the Mailing Address listed above.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

5. Email Address \_\_\_\_\_

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

7. Select **one** of the following and provide the information below about the Time-Share Reseller.

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 **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. Time-Share Reseller'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.

9. Jurisdiction where business was formed \_\_\_\_\_ Date formed \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE <b>\$250</b>	TRANS CODE <b>1020</b>	ENTITY #	FILE #/LICENSE # <b>0525</b>	ISSUE DATE
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10. Location of each of the Time-Share Reseller's sales offices in Virginia:

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

11. Name of Lead Dealer \_\_\_\_\_

12. Lead Dealer's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

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

13. Lead Dealer's Principal Street Address  Check here if Street Address is the same as the Mailing Address listed above.

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

14. Lead Dealer's Email Address \_\_\_\_\_

15. Lead Dealer's Contact Numbers \_\_\_\_\_

Primary Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Fax \_\_\_\_\_

16. List all states or jurisdictions in which an application for registration or similar document has been filed for this Time-Share Reseller.

17. Has the Time-Share Reseller, Lead Dealer or any principals of the firm ever been subject to a **disciplinary action** taken by any (including Virginia) local, state, or national regulatory body?

No

Yes  If yes, complete a [Disciplinary Action Reporting Form](#).

18. A. Has the Time-Share Reseller, Lead Dealer or any principals of the firm ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

No

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

B. Has the Time-Share Reseller, Lead Dealer or any principals of the firm within the last three years been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*

No

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

19. Has the Time-Share Reseller, Lead Dealer or any principals of the firm for seven years prior to the filing of this application ever had any **outstanding** judgments; past-due tax assessments, defaults on bonds, or pending or past bankruptcies? Specifically provide all relevant financial information related to providing resale services as defined in § 55.1-2200 of the Code of Virginia .

No

Yes  If yes, provide a completed [Adverse Financial History Reporting Form](#) including all relevant financial information related to providing resale services as defined in § 55.1-2200 of the Code of Virginia.

By signing this application, I, the Time-Share Reseller or authorized agent for the Time-Share Reseller, 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.

20. I, the undersigned Time-Share Reseller or authorized agent for the Time-Share Reseller, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve 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.)**

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 certificate of incorporation or certificate of authority to transact business in Virginia issued by the Virginia State Corporation Commission, or any other entity formation documents, together with any trade or fictitious name certificate.
- Exhibit B** A copy of the resale purchase contract.
- Exhibit C** A copy of the resale transfer contract.
- Exhibit D** A copy of disclosures required by § 55.1-2228 of the *Code of Virginia*.
- Exhibit E** A narrative description of the marketing or advertising plan.