



MEMBERSHIP TRANSFER APPLICATION

RCI Use Only:

When to Complete the Membership Transfer Application:

- If you have sold one or more of your timeshare weeks.
- If you have transferred all or part of your ownership in a timeshare week(s) by means other than a sale (for example, a gift transfer or a transfer as a result of a divorce or separation agreement).

Please note that your RCI subscription is an asset separate from your timeshare interest. As the Transferor(s), you may either retain your RCI subscription or transfer it to the new Transferee(s).

Step-by-Step Instructions on How to Complete the Membership Transfer Application:

- Before completing this application, you should notify your home resort(s) of any changes that need to be made to your ownership document(s).
- Provide RCI a copy of the updated deed(s) along with this application by fax at 1-317-805-9335 or mail to RCI, P.O. Box 2099, Carmel, IN 46082-9992, Attn: Customer Service.
- Any incomplete sections may delay processing.

A. TRANSFEROR(S)

- This section must be completed by the individual(s) who sold or transferred the timeshare interest(s). List the name(s) that currently appear on the RCI subscription and all other information requested.
- If two people are listed on RCI membership, provide both signatures or legal documentation showing only one is required.

B. TRANSFEE(S)

- This section must be completed by the individual(s) to whom the timeshare interest(s) were sold or transferred. List the name(s) that you wish to appear on the amended RCI subscription and complete all other information requested.
- Please note due to systems limitation, we can only have two names on the RCI Subscribing Membership

C. TIMESHARE(S) TRANSFERRED

In this section, please list all timeshare units/weeks that have been transferred. Indicate the unit number and type (hotel, studio, 1-bedroom, 2-bedroom, etc.), its maximum occupancy, week number, interval dates, and seasonal designation.

Please note: If you own "floating" or "flex" time (or you own at a "points-based" vacation club), you may disregard the sections for week #, dates, and seasonal designation if they have not been assigned to you. **For information regarding any pending activity for your RCI membership account, call 1-800-338-7777.**

D. PENDING ACTIVITY

If the Transferor(s) wishes to retain any deposited Vacation Time or exchange activity for personal use (i.e., deposited Vacation Time, a pending exchange request, or a confirmed exchange vacation), please indicate that in this section. If the Transferor(s) wish to transfer any deposited Vacation Time, Combined deposit, Deposit credit, or exchange activity to the Transferee(s) (i.e., deposited Vacation Time, a pending exchange request, or a confirmed exchange vacation), please indicate that in this section. **For information regarding any pending activity for your RCI membership account, call 1-800-338-7777.**

E. OWNERSHIP INFORMATION

If you, as the Transferor(s) have retained any RCI privileges in Section D, check the second box in this section. Please note if you check this box, your membership cannot be transferred to the Transferee(s). Transferee(s) will need to enroll separately with RCI by submitting the information requested in the third and fourth boxes.

If you, as the Transferor(s) have transferred all pending RCI activity to the Transferee(s) in Section D and do not own any additional timeshare interest(s) in an RCI-affiliated resort, you may transfer all your RCI membership privileges to the Transferee(s) by checking the first box.

F. AUTHORIZATION

This section must be signed and dated by the Transferor(s) and Transferee(s) (i.e., all individuals listed in sections A and B).

PROCESSING FEE

The Membership Transfer Application processing fee is \$98.00 USD/\$107.00 CAD.

If you have questions about completing this application,
please call RCI Customer Service during normal business hours
1-800-338-7777 or 1-317-805-8000.