

THE ITSO GUIDE TO BUYING AND SELLING APARTMENTS AT CLUB LA SANTA

Selling

- 1 Documents Required: Timeshare Certificate indicating apartment number and week and Service Fee Agreement. Only a photocopy of these should be used for information until the transaction is near completion when the originals will be requested.
- 2 Complete a Seller's Registration Form, available from Roger Herbert at the ITSO Service Office at Club La Santa or download from the Timeshare Resales web site.
- 3 Return it to the same office with a copy of your Timeshare Certificate. For non-members of ITSO a registration fee of 40 euros (first week) and 25 euros (additional weeks) is required. ITSO Members are not charged.
- 4 The Timeshare week is then advertised by Roger at the ITSO Service Office at Club La Santa and on the Timeshare Resales website.
- 5 Once a buyer makes an offer Roger contacts the seller indicating the offer made. This may be the asking price or it may be an amount where negotiation is required.
- 6 Once the sale is provisionally agreed the buyer signs a Buyer's Reservation Form. There is a cooling off period of 14 days. A reservation fee has to be paid by the buyer (currently 80 euros). This is forfeited if the buyer cancels. If the buyer does not cancel, both parties are obliged to complete the transaction.
- 7 Roger then sends the seller a TRANSFER of TSO-SHIP which needs to be signed and sent with the original Timeshare Certificate to the ITSO Service Office at Club La Santa (recorded delivery advised). The buyer also signs a duplicate TRANSFER of TSO-SHIP and sends this in to the ITSO Service Office.
- 8 After the documents are checked in the ITSO Service Office, they are then sent through to the Club La Santa Office in Denmark, who issue a new Timeshare Certificate and Service Fee Agreement to the buyer.
- 9 Roger transfers to the seller's bank the agreed purchase price less sales commission.

Buying

- 1 The apartment(s) and week(s) wanted is/are available to purchase. An offer should be made to Roger Herbert in the ITSO Service Office. If the offer is the selling price, no negotiation with the seller will be required. If the offer is below the selling price negotiation will have to occur which may or may not be successful. Roger does this.
- 2 Once the sale is provisionally agreed, the buyer signs a Buyer's Reservation Form. There is a cooling off period of 14 days. A reservation fee has to be paid by the buyer (currently 80 euros). This is forfeited if the buyer cancels.
- 3 If the buyer does not cancel, both parties are obliged to complete the transaction. The buyer must pay the purchase price at the latest within 7 days of the end of this period. When cleared funds are received by Roger Herbert, he informs the seller.
- 4 The seller and the buyer both sign a TRANSFER of TSO-SHIP and send these in to the ITSO Service Office for checking. The signed TRANSFERS of TSO-SHIP are then sent together with the original Timeshare Certificate and Service agreement to the Club La Santa Office in Denmark and the purchase monies are released to the seller less sales commission.
- 5 A new Timeshare Certificate and Service Fee agreement are issued by Club La Santa in Denmark in the new owner(s) name(s) and sent to them. There is usually a period of 4 weeks between the money clearance at the bank and the new certificate issue, unless the seller is slow in sending the originals through when it can take longer.
- 6 A year's free membership to the ITSO (UK) Timeshare Association for Club La Santa is given to new timeshare owners. The membership secretary is informed of the new member's details by Roger Herbert. An introductory pack is sent out.

If any further clarification is required, please contact Bob Houghton at:

bobhought@aol.com

Contact details for Roger Herbert/TIMESHARE RESALES:

TIMESHARE RESALES
ITSO Service Office
Club La Santa
Avenida Krogager
35560 Tinajo-Lanzarote
Canary Islands
Spain

CLS: +34 928 59 99 95 (on continuous tone, 4202 for extension)

UK: +44 20 7193 1152

Danmark: +45 36 99 28 76

Fax: +34 928 59 99 97

Mobile: +34 636 27 73 07

E-mail: roger@clublasanta.com

www.clublasanta-timeshare.com

