

Community Health Training, Inc.

1340 W. Lambert Rd., #84
La Habra, CA 90631
(562) 694-8060

<http://www.CommunityHealthTraining.org>

A non-profit organization dedicated to bringing useful health information to the public for the improvement of personal emotional, medical, mental and spiritual health care.

Dear potential donor,

Thank you for considering donating your property to us. We do our best to maximize your benefits of such donation. We need to point out several issues you should be aware of.

Most of these are on pages on our web site. For details please review them.

1. Unlike other NPOs, we do not receive any value from the sale of the property.
2. We do ask for a \$500 payment to cover costs of processing when everything is completed.
3. Ownership documents, current debt, owners fees, etc. will be reviewed by the closing companies handle the process, NOT to us. Please submit what they request directly to them.
4. The specific transfer requirements we require are:
 - a. The transfer must be made to the named benefit of "**Community Health Training, Inc.**" as new owner. If a SS# is required 460479662 must be used.
 - b. Although it is NOT required on and should NOT be placed on a deed, if it is requested by any party, "*Ken Rich, authorized secretary for Community Health Training, Inc.*" may be given as information. However the same SS# must be used. No personal SS# may be used.
 - c. Any other requirements from the resort shall be the donor responsibility and subject to review of Community Health Training, Inc.
5. **MOST IMPORTANT:** Delays are usually from the resort for not providing the closing company with the documents:
 - a. Proof of payoff on any mortgage, and
 - b. Affidavit of payment of ALL current ownership fees and assessments.

You need to read, understand, fill out and return the:

1. *Check List for Timeshare Donation,*
2. *ESTOPPEL CERTIFICATE,*
3. *Within 3 Months of Ownership Fees Due*
4. *Closing Company Designation*

They create that protective paper trail you will need.

You will sign the *Estoppel Certificate* to show you understand pertinent issues associated with the title transfer. Please do not ask us to change them. Our attorneys will simply say no. Please review them and send any questions you have to us. Our goal is to provide a quality service, on a fair and honest basis.

Thank you,
Jim Nesbitt
Director

Check List for Timeshare Donation

Community Health Training, Inc.
1340 W. Lambert Rd., #84
La Habra, CA 90631

seniordirector@CommunityHealthTraining.org

Please give us details of your timeshare:

Resort name _____ Managed by _____

Street Address _____

City _____ State _____ Zip code _____ Resort Phone # (____) _____ - _____

Unit # _____ Week(s) of use _____ Annual ownership fees \$_____ When due? _____

Bedrooms? _____ Baths? _____ Other amenities? _____

How much do you currently owe on the mortgage, unpaid fees, etc.? \$ _____

How long and what you've done so far to sell it _____

Your name _____ Phone # (____) _____ - _____

Street Address _____ e-mail _____

City _____ State _____ Zip code _____

What was your adjusted gross income last year? \$ _____ Expected this year? \$ _____

All information will be held in strict confidence. No information is EVER given out for any purpose other than the described donation process.

You understand there is no guarantee we will accept your timeshare. There are contractual, legal, state law, and other factors that can prevent it from happening. We will do our best to clear all such hurdles. You agree that the compensation you will receive will be based on your actual tax return based on the provided donation receipt and can not be controlled by us other than the granting of the donation receipt. You agree to pay a processing service fee to Community Health Training, Inc. for services rendered and to pay all costs of title transfer required by federal, state and local governments. Such payments will not be paid until transfer is being processed by the legal government control over such timeshare ownerships.

All parties whose names appear on the timeshare deed must sign this form.

Signature _____ Print name _____ Date _____

Signature _____ Print name _____ Date _____

Signature _____ Print name _____ Date _____

Signature _____ Print name _____ Date _____

ESTOPPEL CERTIFICATE

This is not a contract. It is a signed statement that you understand the various aspects of the transaction you are about to enter so that it is clear you are aware of the pertinent issues involved.

I/we declare that the property described as _____

is currently paid current in all ownership fees and assessments and free of any liens or legal action against it. We further declare that:

1. No outstanding legal action is known and no consideration of such action against the donor's interest in the property is known at the time of title transfer.
2. Donor is the owner in fact of the property described above. All named or legal co-ownership persons or entities have signed this certificate.
3. All debts, ownership assessments and fees will be paid current as of the date of title transfer.
4. It is the intent of the Company to make use of the property as it becomes available. Please check mark the appropriate boxes below.

No use beyond that date has been arrange. Use is open to pass to the new owner.

The current year's use has been reserved and will not be transferred with the title.

Future years' 20 , 20 , 20 , 20 , use has been reserved and will not be transferred with the title.

DO NOT DELAY USE OF BANKED TIME! From experience some resorts will stop future use after 1 year.

5. Donor understands that the Company expects to retain ownership of the property after transfer for a minimum of 36 months, except as may be required by law, legal action, or unexpected circumstances. In the event a transfer is made, a Form 8282 Donee Information Return shall be submitted to the IRS and the Donor to reflect any change in valuation originally determined by the Company. The Donor shall be solely responsible for any change in tax assessment by the IRS based on that submission.
6. Donor understands that according to IRS regulations the Company's estimate of current valuation based on the research done is NOT a licensed appraisal.
7. The Donor understands that a claimed deduction of more than \$5,000 requires a licensed appraiser.
8. The Donor shall determine the value based on relevant factors in their possession of any claimed deduction for tax purposes. The amount claimed shall not be the responsibility of the Company.
9. Donor understands and accepts that the Company is seeking this estoppel certificate as a condition of accepting the title transfer of the property. It's purpose is to set forth the points of understanding of the issues described.

Executed this _____ Day of _____, 20_____.

Legal Name (Print) _____ Legal Name (Print) _____

Signature _____ Signature _____

Date _____ Date _____

Legal Name (Print) _____ Legal Name (Print) _____

Signature _____ Signature _____

Date _____ Date _____

Within 3 Months of Ownership Fees Due

Because many people do not understand the time involved in transferring title on a timeshare please read and understand the following. Several steps are required. Each step takes time determined by those doing the processing.

1. A closing company, agent or the resort (if they will) must be selected and started on the processing of documents, requirements and legal qualifications of the transfer. They must receive their required fees and paperwork before they can proceed.
2. The resort must be contacted to determine if there are any costs, documents or procedures they require in the transfer or limitations they impose on the transfer that can adversely affect your ability to transfer title. This includes the date owner's fees are due if not on January 1st.
3. All documents in the process must be completed properly and returned to the appropriate party.
4. Title transfer documents must be filed with the county recorder's office in the county in which the timeshare is located. The county recorder must place the proper documents in their filing system and note the date and time such filing was done. This date must be before the date owner's fees are due.
5. Title transfer documents must be returned to the closing company or agent for completion of their processing. Those documents must be forwarded to the donor (seller) and nonprofit organization (buyer).

The above simplified process takes time. The fastest we've seen is about 40 days. The usual is about 90 days. It can take up to 6 months or more. Whether you are working with an experienced closing company or the resort acting as your agent, it still takes more time than most people consider.

Because of this, there is a special YEAR END REQUIREMENT that must be imposed for any transfer being submitted after October 1st of any year. **Because of different dates owner's fees may be due it may apply at other times of the year. This is extremely important to understand.** Only at #4 above is actual title transfer accomplished. The date of the county recorder's stamp on the new title is considered the legal date of transfer regardless of when the original contract was signed.

Most, but not all, resorts issue their owner's fee bills as being due on the 1st of the year (January 1st). Other resorts may use a different date which must be used in this calculation. Whoever is on title based on the date in the county recorder's office is the legal owner as of that date. If the county recorder doesn't set their seal and date stamp on the title until the day after the date the owner's fees are due, the original owner is the one legally responsible for the fee assessment as of the due date.

Because of this an additional amount equal to the upcoming year's assessment (or last year's if the upcoming year is not yet known) must be placed in escrow with the closing company. If title is recorded before the due date, those funds will be returned to the donor. If title is recorded after that date, those funds will be submitted to the resort as payment on the current due bill. In either case, this is handled by the closing company and not us.

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

Signature _____ Print Name _____ Date _____

Closing Company Designation

Once you have selected a closing company to handle the process please send us this letter. If you already have one you can include it with the rest in this packet. If you go to our website you will find a list of closing companies who know us already.

<http://www.communityhealthtraining.org/TimeshareClosingCompanies.htm>

You can send the rest of the forms and wait until you have selected a closing company to submit this.

Be sure and send a copy of all the completed forms in this packet to the closing company.

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Date _____

Your name _____ Phone # _____

Address _____ email _____

City _____ ST _____ Zip _____

Resort Name _____

Resort Location _____ Unit # _____ Wk # _____

Designated Closing Company _____

CC Address _____

City _____ ST _____ Zip _____

CC Phone # _____ CC email _____

Final Instructions to Donor

Once you have signed and completed the above forms make two copies of each page. Send the original signatures to us, keep one copy for your records, and send the second copy to the closing company that will handle the transaction. The ones we list on our web site at

<http://www.communityhealthtraining.org/TimeshareClosingCompanies.htm>

are well experienced and qualified to handle any transaction almost anywhere in the world. We receive no compensation from them and have no control over how they handle the transaction.

Please forward this letter along with a COPY of the completed and signed forms:

1. *Check List for Timeshare Donation,*
2. *ESTOPPEL CERTIFICATE,*
3. *Within 3 Months of Ownership Fees Due*
4. *Closing Company Designation*

to the closing company of your choice. They will appreciate receiving them.

Since it is the closing company that checks payment of current deed, debts and ownership fees, please send those to them, not us.