



State of Rhode Island
Department of Business Regulation
Division of Securities
Time-share Section
1511 Pontiac Ave, Bldg. 68-2
Cranston, RI 02920

TIME-SHARE INSTRUCTIONS AND REGISTRATION APPLICATION \$100 REGISTRATION FEE

Incomplete applications will be returned.

Mail the fee, completed application, and supporting documentation on a FLASHDRIVE OR email documentation to DBR.SecInquiry@dbr.ri.gov

Department of Business Regulation
Securities Division – Timeshare Section
1511 Pontiac Avenue, Bldg. 68-2
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Initial Application Supporting Documentation for NOT Substantially Completed:

- List of the names, addresses and corresponding titles of all officers, directors, and trustees;
- A document with the name and address of the Rhode Island financial institution and/or financial institutions in other states (as applicable) where escrow account is to be maintained;
- An audited copy of annual financial statement for the immediately preceding fiscal year;
- An audited copy of Rhode Island Public Offering statement;
- Copies of project instruments and documents referred to therein, other than tract maps, plats, plans and the forms of the time-share instruments, deeds and any other documents to be signed by purchasers;
- Copies of brochures, pamphlets, advertisements, or other promotional materials, which will be issued by the developer in selling the time-shares;
- Evidence of the time-share use being compliant with the zoning laws of the local government in which the time-share property is located or, a copy of the letter from the developer to the local government notifying it of the proposed use of the property as a time-share company;
- A list of addresses of all branches and affiliates of the developer;
- A list of addresses of any offices within the State of Rhode Island -if none – so state;
- A verified statement showing all costs involved in completing the timeshare property;
- A verified estimate of the time of completion of construction of the timeshare property;
- Satisfactory evidence that the Developer has sufficient funds to cover all costs to complete the timeshare property;
- A copy of the executed construction contracts and all other contracts for the completion of the time-share property;
- If purchasers' funds are to be utilized for the construction of the time-share property, an executed copy of the escrow agreement with an escrow company or financial institution authorized to do business within the state which provides:
 - A one hundred percent (100%) payment and performance bond covering the entire costs of the time-share property;
 - That disbursements of purchasers' fund may be made from time to time to pay for construction of the time-share property and for any other specified costs related to the completion of the time-share property.
 - That disbursement of the balance of purchasers' fund remaining after completion of the time-share property may be made only after the escrow agent or lender has received satisfactory evidence that the period for filing mechanic's and materialman's liens has



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- expired, the right to claim those liens has been waived, or adequate provision has been made for the satisfaction of any claimed mechanic's or materialman's lien.

Initial Application Supporting Documentation for Substantially Completed:

- A recorded certificate of completion executed by an independent registered engineer, surveyor or architect.
- List of the names, addresses and corresponding titles of all officers, directors, and trustees;
- A document with the name and address of the Rhode Island financial institution and/or financial institutions in other states (as applicable) where escrow account is to be maintained;
- An audited copy of annual financial statement for the immediately preceding fiscal year;
- An audited copy of Rhode Island Public Offering statement;
- Copies of project instruments and documents referred to therein, other than tract maps, plats, plans and the forms of the time-share instruments, deeds and any other documents to be signed by purchasers;
- Copies of brochures, pamphlets, advertisements, or other promotional materials, which will be issued by the developer in selling the time-shares;
- Evidence of the time-share use being compliant with the zoning laws of the local government in which the time-share property is located or, a copy of the letter from the developer to the local government notifying it of the proposed use of the property as a time-share company;
- A list of addresses of all branches and affiliates of the developer;
- A list of addresses of any offices within the State of Rhode Island -if none – so state;

Renewal Application Supporting Documentation for all:

- A report to bring up to date the material contained in the initial application for registration;
- An audited copy of Rhode Island Public Offering statement;



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TIMESHARE REGISTRATION APPLICATION

\$100 Filing Fee

Please type. Incomplete applications will be returned.

TYPE OF APPLICATION

Initial Renewal

TIME SHARE COMPLETION

Substantially Completed NOT Substantially Completed

PROJECT INFORMATION

Name of Timeshare Property:	Name of Developer:
Timeshare Physical Address:	
FEIN:	Contact Name:
Contact Address if different:	
Contact Email (mandatory):	
If no RI Office, give name of person having custody of financial records:	
Address of person with custody of financial records:	
List of other States Timeshare is being offered in:	
Is there any pending litigation to Developer's knowledge? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach a statement regarding litigation)	

AFFIDAVIT & SIGNATURE

Affidavit of Application

I swear, under penalty of perjury that the information provided in connection with this application is true to the best of my knowledge, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny licensure by the Rhode Island Department of Business Regulation.

Signature of Applicant

Date of Signature (MM/DD/YY)

CONSENT TO SERVICE OF PROCESS

Name of Agent for Service of Process:

Mailing Address:

CONSENT TO SERVICE OF PROCESS : That the undersigned, _____ for the purposes of complying with the laws of the State of Rhode Island relating to either the registration or sale of out of state land, hereby irrevocably appoints the Director of the Department of Business Regulation, its Attorney in the State of Rhode Island upon whom may be served any notice, process or pleading in any action or proceeding against it arising out of, or in connection with, the sale of securities or out of violation of the aforesaid laws of said states so designated; and the undersigned does hereby consent that any such action or proceeding against it may be commenced by service of process upon said officers with the same effect as if the undersigned was organized or created under the laws of said State and have been served lawfully with process in said State.

Signature of Applicant with Title

Date of Signature (MM/DD/YY)



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TAX AFFIDAVIT

Pursuant to R.I. Gen. Laws, Chapter 5-76 as amended, any person applying for or renewing any license, permit, or other authority to conduct a business or occupation within Rhode Island must have filed all required state tax returns and paid all taxes due to the state, or must have entered into a written agreement to pay delinquent state taxes that is satisfactory to the Tax Administrator.

Have you filed all required Rhode Island State tax returns, and have you paid all taxes owed? Yes No N/A