



Louisiana Real Estate Commission  
9071 Interline Ave.  
Baton Rouge, LA 70809  
800-821-4529 (in state only) 225-925-1923

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## LOUISIANA TIMESHARE INTEREST DEVELOPER REGISTRATION INSTRUCTIONS FOR INITIAL APPLICANTS

1. Please type or print.
2. Every question must be answered in detail.
3. If application is not fully completed it will not be accepted.
4. In order for an application to be complete and acceptable, the following must be filed with the Louisiana Real Estate Commission:

### DEVELOPER APPLICANTS

- a. Completed application, signed and notarized;
  - b. Copy of conveyance and financing forms;
  - c. Certified copy of timeshare declaration and public offering statement;
  - d. Affidavit, signed by the chief executive officer or managing partner of the developer and by any natural person having an ownership interest exceeding ten percent in either the developer or entities which control it, that states under penalty of perjury, that the affiant has read the timeshare declaration and all attached documents (Louisiana Developments Only);
  - e. Copy of Articles of Incorporation and/or organization current annual report or Partnership Agreement and current registration form;
  - f. Escrow affidavit (Louisiana Developments and Out-of-State Developments with Louisiana sales office – See attached Affidavit of Authority);
  - g. One bond, issued in favor of the state, by a surety company authorized to do business in this state, in the amount of One Thousand Dollars (\$1,000.00) per unit week included in the timeshare plan (Louisiana Developments Only, see changes that take effect 01/01/2008);
  - h. Initial fees:
    1. \$120.00 initial registration fee
    2. \$500.00 public offering statement fee
    3. \$25.00 application processing fee
5. Please note that **all fees are forfeited** should the applicant not obtain the registration applied for;
  6. Applicants will be notified of the disposition of their application within 45 days;
  7. The Louisiana Real Estate Commission will issue a Louisiana Timeshare Interest Developer Certificate of Registration after a determination has been made that the applicant has met all requirements of registration;

Should you have any questions, please call 225-925-1923 ext. 1247 or in Louisiana 800-821-4529.