

**Procedures for Transferring Title to Your LGP Timeshare**  
**Note: Title cannot be transferred if your dues are not current**

1. Prepare a deed transferring ownership of your unit and have it notarized. Be sure to confirm the accuracy of the information, particularly names of the seller(s), buyer(s), and the unit and week number. Incorrect information can delay or even halt the transfer of ownership.

LGP can prepare the deeds(s) and other documents for you.

2. Real Estate Transfer Tax

The Town of Winter Park can collect a 1.0% Real Estate Transfer Tax on the transfer of any real estate within the Town of Winter Park.

Certain real estate transfers are exempt from the Transfer Tax. Property transfers where the consideration is for \$500.00 or less are exempt for the Transfer Tax. Additional exemptions include gifts of real property and "1031" Exchanges'. To view the Application for Exemption from Real Estate Transfer Tax, [click HERE](#).

To view the Town of Winter Park's Municipal Code regarding its Real Estate Transfer Tax, [click HERE](#)

Mail the deed and check, if required, to

Town of Winter Park  
PO Box 3327  
Winter Park, CO 80482

Include a note that you would like the deed forwarded on to Grand County. If you include a postage paid envelope addressed to Grand County, the Town of Winter Park will send it on to Grand County for you. Your enclosed postage paid envelope should be addressed to:

Grand County Clerk & Recorder  
PO Box 120  
Hot Sulphur Springs, CO 80451

3. To register the deed in Grand County costs \$13.00 for first page and \$5.00 for each additional page. If your unit sells for \$500.01 or more, a document stamp fee of \$ .10 per \$1,000.00 must also be paid. Write a check to Grand County Clerk & Recorder for the correct amount. In the memo field write "Title Recording Fee".
4. Enclose a stamped, self-addressed envelope so they can return the paperwork to you once it has been recorded.
5. Make a copy of the deed that contains the Grand County Clerk and Recorder Seal and send it to:

Accounting Manager  
Condominium Management Company  
PO Box 3095  
Winter Park, Colorado, 80482

6. Lastly, forward the original, notarized deed to the new Owner(s).