



NORTH CAROLINA REAL ESTATE COMMISSION
 P.O. Box 17100 Raleigh, N.C. 27619-7100
 Phone (919) 875-3700 • Email: ra@ncrec.gov
 Website: www.ncrec.gov

Commission Use
Order ID: _____

APPLICATION FOR RENEWAL OF TIMESHARE PROGRAM REGISTRATION

Instructions

- **It is unlawful to sell timeshares when the Certificate of Registration has expired.**
- If you have not notified the Commission of changes made in any registration documents, do so now following the procedures set forth in 21 NCAC 58B .0104.
- Application For Renewal of Timeshare Program Registration is due by June 30th each year.
- This form is to be completed by either the Developer, Developer’s Attorney or the Program Broker.
- \$800 non-refundable Annual Renewal Application Fee for Developer from May 15th - June 30th.
- \$450 non-refundable Annual Renewal Application Fee for Homeowner’s Association from May 15th - June 30th.
- Assessed \$50 non-refundable fee plus renewal cost if received after June 30th.
- Payment may be made online with a Visa, MasterCard, American Express, Discover, or valid PayPal account. A renewal or reinstatement application that is mailed to the Commission must be accompanied by a certified bank check only. **All fees are non-refundable.**

Type of Application Renewal Reinstatement

Type of Organization Developer Association

Program Name _____ Registration No. _____

Program Mailing Address _____
(Street Address) (City) (State) (Zip)

Developer Name _____

Developer Address _____
(Street Address) (City) (State) (Zip)

Developer’s Phone _____ Developer’s E-mail Address _____

Records

In order to renew the timeshare program registration, you must complete the applicable portions of this Section (marking “No Changes” or leaving this section blank will result in return of form):

Note: Changes in registrar, independent escrow agent and program broker must be accompanied by affidavits from the individuals attesting to their acceptance of these positions and an affidavit of notifying change signed by the Developer. These affidavit forms are available at www.ncrec.gov/Resources/Forms or upon request to the Commission’s Timeshare Clerk.

1. Managing Entity Name _____

Address _____
(Street Address) (City) (State) (Zip)

Phone _____ E-mail Address _____

2. Marketing Entity Name _____ License No. _____

Address _____
(Street Address) (City) (State) (Zip)

Phone _____ E-mail Address _____

3. Registrar Name (See G.S. 93A-58(a)) _____
 Address _____
(Street Address) (City) (State) (Zip)
 Phone _____ E-mail Address _____

4. Independent Escrow Agent Name (See G.S. 93A-42(a)) _____
 Address _____
(Street Address) (City) (State) (Zip)
 Phone _____ E-mail Address _____

5. Program Broker Name (See G.S. 93A-58(c)) _____ License No. _____
(must be an individual, not firm)
 Address _____
(Street Address) (City) (State) (Zip)
 Phone _____ E-mail Address _____

Brokers Associated with Program

NOTE: This notification does not relieve the individuals listed below from personally reporting changes in their employment status to the Commission. To report additional brokers attach a separate sheet.

- 1. Name _____ License No. _____
- 2. Name _____ License No. _____
- 3. Name _____ License No. _____
- 4. Name _____ License No. _____
- 5. Name _____ License No. _____
- 6. Name _____ License No. _____
- 7. Name _____ License No. _____
- 8. Name _____ License No. _____
- 9. Name _____ License No. _____
- 10. Name _____ License No. _____
- 11. Name _____ License No. _____

Exchange Programs

NOTE: Purchasers have the opportunity to subscribe to the following exchange program(s)

- 1. Name of Exchange Program _____
- 2. Name of Exchange Program _____

Signature and Certification

The statements and information contained herein and herewith submitted are true and that the information contained in the registration and any amendment properly filed with the North Carolina Real Estate Commission are accurate and current on the date of this renewal application.

Signature _____ Date _____
 Printed Name _____ Developer Developer's Attorney Program Broker

EMPLOYEE MISCLASSIFICATION

As required by the NC state legislature in NCGS § 143-765, effective January 1, 2018, in order to apply for or renew an occupational license, permit, or certification, the applicant must certify that they have read and understand the public notice statement from the Employee Classification Section of the State Industrial Commission and must disclose any investigations for employee misclassification.

Public Notice Statement

required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31, 2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4) (Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

**Employee Classification Section
North Carolina Industrial Commission
1233 Mail Service Center
Raleigh, NC 27699-1233
Telephone: (919) 807-2582
Fax: (919) 715-0282
Email: emp.classification@ic.nc.gov**

Employee misclassification is **defined** as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [*N.C. Gen. Stat. § 143-762(5)*]

I certify that I have read and understand the Public Notice Statement.

Since your last registration renewal [or since the date of initial registration if this is your first renewal], have you been the subject of an investigation for employment misclassification by a government entity?

Yes No

If YES, please provide the investigating entity, case or file number, if known, and the results of the investigation.