

- **Real Estate Form 635C – Public Report Amendment/Renewal Application (Time-Share ). This Application is used to amend or renew a Time-Share Public Report. A separate 635C must be completed and fee paid for each single-site time-share plan or each location of a multi-site time-share plan that includes non specific time-share interests subject to amendment or renewal.**

### **Master File Documents**

In order to avoid having to submit duplicate documents when a developer is submitting multiple applications if, for example, the time-share plan includes multiple phases, the RE 668A provides for the designation of a file as a “master file.” Documents that DRE considers “master file” documents are referred to in the RE 668A and the developer by its answers to specific questions indicates whether documents submitted are to be master file documents.

### **SUBDIVISION MAP ACT**

The creation of undivided interests in a single parcel of real estate does not constitute a subdivision under the California Subdivision Map Act. However, the Vacation Ownership and Time-Share Act of 2004 may be applicable. Because of this, usually no new map is required by local government regardless of the type (use or estate) of time-share plan.

If the developer is creating an underlying project in California, such as a standard lot subdivision or a common interest development as defined in the Davis-Stirling Common Interest Development Act, simultaneously with the time-share project, he would be required to comply with the Subdivision Map Act for this underlying subdivision.

If the time-share plan is located out-of-state, the subdivision may be subject to local jurisdictional requirements comparable to California’s Subdivision Map Act. The reviewing Deputy should ask for a copy of the recorded map and all applicable maps enumerated below. The maps should be reviewed carefully because different states and localities often have standards for map approvals that are much different from that of California. If the developer states that there is no subdivision map requirement for that jurisdiction the Deputy should request authoritative support for such an assertion from the appropriate government agency, an attorney’s opinion letter or copy of the subdivision laws for that jurisdiction.

The Deputy should ask for a copy of the situs state’s subdivision laws in any event as it may become important in evaluating compliance with California regulatory standards.

### **Maps to be Submitted**

- **Recorded Map - A copy of the map referenced in the legal description, as shown on the Title Report, must be submitted prior to issuance of the Public Report.**
- **Condominium Plan - If a condominium project is being converted to time-share use, or a condominium project is simultaneously being created, a copy of the recorded condominium plan must be submitted prior to issuance of a Public Report.**