

INSTRUCTIONS (TIME-SHARE BLANKET SURETY BOND)

RE 600K-1 (Rev. 7/15)

SUBDIVISIONS

Please be reminded that it is your responsibility to inform the Department of Real Estate of the time-share plan(s) for which the Blanket Bond is being used; and to provide a status notice of time-share plan being added and/or deleted from bond coverage.

Each status notice should be comprehensive, i.e., the following information should be provided for all time-share plans for which the bond is being used at the time of the status notice:

- Principal Name, Address and Telephone Number
- Surety Name, Address and Telephone Number
- Bond Number
- Tract Number and/or Name (*whichever is applicable*)
- County and state where subdivision is located
- CalBRE public report file number(s)

All correspondence should be addressed to:

Department of Real Estate
Subdivisions Office – South
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105

- The developer's name must exactly match the name of the principal on the board or a rider must be submitted which adds that time-share plan's principal.
- Attached to any bonds, riders or notices from the surety, must be a current attorney-in-fact for the entity signing on behalf of the surety.

Retain these instructions for reference.