



Documents Needed to Sell a Share

Please put the *SLIP* number on all the following paperwork.

Information Sheet (Document 1):

Please provide both the *present owner(s)* and the *new owner(s) information (name, address, phone numbers, email; anything thought needed)*. This information helps us to know where to send the *new certificate* and gives us updated information to contact the seller if there are questions.

Assignment Separate from Certificate (Document 2):

This document is for the transaction of the sale and is a form to fill out and sign. A copy is located in the documents sections of the website or you can ask the *Fleet Captain* to provide one. The original name(s) on the certificate need to be in the space provided where it states “I/We”.

The new owner(s) name needs to be placed in the space provided where it states “transfer unto...”

The present owner(s) (*the sellers*) then sign where it states “Owner” in the space provided near the bottom of the page. The signatures need to take place in front of the *Fleet Captain* or be witnessed by a *notary*. The document must have the *notary’s* seal and signature if not witnessed by the *Fleet Captain*.

The original certificate is to be sent back to the club with the above documents. If this is not possible, then the following must be done:

Certificate has been Lost or Destroyed (Document 3 – when necessary):

As stated, this third document is only needed when the original certificate has been lost or destroyed. It should state that “*the certificate for Slip [YOUR SLIP #] has been lost or destroyed*” and it needs to be witnessed by the *Fleet Captain* or a *notary*. The document must have the *notary’s* seal and signature if not witnessed by the *Fleet Captain*.

Note: The *original certificate* is to be returned with the *Assignment Separate from Certificate* form whenever possible. However, if there is an unusual situation (e.g. you are in another state at the time of the sale and your *original certificate* is at home), please complete the *Certificate has been Lost or Destroyed* document as directed above as if lost or destroyed. Later, when you are able to access the *original certificate*, mail it to the *Fleet Captain*.