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# ARELLO TIMESHARE REGISTRY PROGRAM INFORMATION FOR REGULATORS**For the latest information on what is happening with the registry, please visit** [**https://www.arello.org/programs/timeshare-registry/**](https://www.arello.org/programs/timeshare-registry/) **or** [**https://atr.arello.org**](https://atr.arello.org)**.**

# Program Description

The ARELLO Timeshare Registry (ATR) is designed to serve as a centralized data repository pertaining to timeshare project registrations.

The objectives of the program include:

1. Reducing redundant registration procedures and the associated costs for regulatory agencies and timeshare providers.
2. Promoting increased uniformity and recognition in timeshare registration processes among jurisdictions.

The ATR is **not** designed to:

* replace the state approval process for timeshare registrations;
* suggest jurisdictions eliminate or reduce timeshare fees associated with registration; (the ATR is not meant to threaten or replace regulatory fees)
* develop universally accepted timeshare registration forms.

ARELLO recognizes the timeshare registration process can be complex and differ from jurisdiction to jurisdiction. In some cases, jurisdictions have special forms used in the registration process that have been approved by the legislature or regulatory agency. Furthermore, a jurisdiction’s specialized timeshare registration documentation often references unique laws or regulations that serve the jurisdictions well in ensuring providers comply with state specific policy.

# Benefits of the ATR

## Archiving Historical Records

ARELLO understands that timeshare applications and associated documentation are official records that must be maintained. The ATR stores a complete history of all previous versions of pertinent information. Regulators may view any ATR registration as it appeared at any point in time. The ATR also has the capability of creating a historical archive of registration documentation for download, viewable offline.

Requirement for Local Storage of Records
Some jurisdictions have specific policy on how to archive official records, thus making it the responsibility of the jurisdiction to maintain records. To accommodate this requirement, the ATR allows jurisdictions to download a timeshare registration’s entire electronic document collection on-demand. Jurisdictions can export all pertinent files, in a logical structure, complete with a table of contents of all documents provided, all viewable offline in any web browser. This will enable most jurisdictions to comply with their state specific records retention requirements.

Dependability of the Application

The ATR is designed to be an enterprise-level web application. The ATR includes multiple backup mechanisms all housed in a secure professional hosting facility with fast access to technical support professionals. The technology system is regulatory audited by a third party to ensure integrity in its security. More details on this can be obtained upon request.

## No Cost to Regulatory Agencies

The ATR is funded entirely by the timeshare developers. It’s available at no cost to regulatory agencies.

# Work Flow Process Description

Here’s a typical interaction between a timeshare developer wishing to register a project with a regulatory agency:

## Initial Registration Process

1. The provider develops a timeshare project that needs to be registered with a particular jurisdiction [jurisdiction X].
2. Jurisdiction X has agreed to use the ATR and has published registration documents for developers to use. Staff in jurisdiction X have also been trained on how to use the ATR to review registrations.
3. The provider then enters all the applicable data in the ATR. The provider may have already entered much of the general information when they registered in other jurisdictions and may reuse some or all of this information. However, the provider would have to enter all of the state specific data for jurisdiction X in the ATR.
4. After the provider completes the ATR registration and submits it for regulatory review. The registration is assigned an ID number for the project registration. This ID is how regulators can login and identify the project that needs to be reviewed.
5. The regulator then begins to review the registration and inform the provider of any deficiencies using the ATR. The ATR uses email and web-based discussion forums to track communications with providers about the registration documentation.
6. After the review process is complete and the documentation is satisfactory to the jurisdiction, the regulator then marks the project as “registered” in the ATR. Only regulators can mark projects as registered.
7. The provider’s project then appears on a website and is marked “registered in X jurisdiction”.

## Registration Amendment Process

1. There are many occasions when the provider must notify regulators of changes to documentation in a timeshare registration. For example, the provider elects new corporate officers and needs to report all the applicable information to the appropriate jurisdictions. The provider then compiles the new information on their officers.
2. The provider uses the ATR to create a new “filing,” which is a set of requested updates to the registration documents. Once submitted, regulators receive an email message stating that a new filing is ready to be reviewed. When the regulator logs into the ATR, their dashboard shows all pending filings, and the regulator can then communicate with the developer as needed, and ultimately deny or approve the filings, committing the requested changes to the current registration documents.