

**CERTIFICATION**  
***(Timeshare Budget Preparer)***

RE 699D (Rev. 10/16)

**GENERAL INFORMATION**

This certification is not to be used by persons, employed by the developer, who wish to obtain approval from the Department of Real Estate (DRE), to prepare and certify timeshare budgets pursuant to Section 11240(f) of the Business and Professions Code. If approved by DRE, that approval may be terminated by the Commissioner at his sole discretion. This form is not to be used by independent public accountants or by certified public accountants.

NAME OF BUDGET PREPARER

**CERTIFICATION**

*I hereby certify I have achieved expertise in the preparation of timeshare budgets with the following experience and education:*

- *Five years of full-time professional budget preparation experience for home or resort owners associations which includes the preparation of a minimum of 50 home or resort owners associations operating budgets for projects filed with the California Department of Real Estate or other state real estate regulatory agency counterparts.*
- *Preparation of at least 10 timeshare owners associations operating budgets for projects filed with the California Department of Real Estate or other state real estate regulatory agency counterparts.*
- *I am not an employee of the developer and have not been an employee of the developer during the preceding 12 months.*
- *I have completed and successfully passed a minimum of 18 units of finance, accounting or related college level classes.*
- *There have been no adverse actions nor are there presently any adverse actions against any professional license, certificate or designation issued to me by a governmental agency or professional trade organization.*

***I hereby certify under the penalty of perjury that the foregoing is true and correct.***

SIGNATURE OF BUDGET PREPARER

DATE



PRINTED NAME OF BUDGET PREPARER

TITLE

BUSINESS NAME

BUSINESS ADDRESS (STREET ADDRESS, CITY, STATE, AND ZIP CODE)

BUSINESS TELEPHONE NUMBER (INCLUDE AREA CODE)

E-MAIL ADDRESS/WEB SITE ADDRESS (IF ANY)

**DRE ACCEPTANCE**

Signature of a DRE representative does not constitute approval of any budget, only acceptance of the representations of the budget preparer as to his/her qualifications.

SIGNATURE OF DRE REPRESENTATIVE

DATE



PRINTED NAME OF DRE REPRESENTATIVE

TITLE