

**FRACTIONAL PROPERTY SERVICES, LLC
RESTITUTION CLAIM FORM**

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- Please review this form **BEFORE** filling it out.
- Print legibly and fill out the form *completely*.
- Return this completed form *postmarked by December 31, 2018*.
- If you are filing a claim for more than one service contract, you must complete a *separate* claim form for each contract.
- You may make copies of this form, or if necessary, contact our office for additional forms.
- Return this claim form with any additional pages, if needed, and copies (*no originals*, please) of documents you feel help explain or substantiate your claim.
- Be sure to include a *dollar amount in the "Total amount you claim you are still owed"*, even if that amount is your *best estimate*.
- Complete the form to the best of your ability and with as complete information as possible. If you cannot provide all of the information we are requesting, it will not necessarily eliminate your claim; however, we may need to obtain additional information from you, which could delay consideration of your claim.
- **Note: It is IMPORTANT to complete both pages of this form and to keep a copy of your submitted form and attachments for your records.**

1. Date of Purchase: ___/___/___

2. Purchase Price: \$_____

3. Have you received a refund, account credit, or other payment from FPS, your credit card company, or from any other source related to the service you have identified on this claim form? Yes No

4. Have you been or are you currently a party to any legal action against FPS? Yes No

5. If you answered "Yes" to either question, please explain and identify any amounts you were refunded:

6. **Total amount you claim you are still owed:** \$_____ (total all dollar amounts you have provided in response to #2 and subtract any refunds, credits or other payment entered above)

7. Provide a brief explanation of your claim below and how you determined the monetary amount you are claiming. Please be aware that your claimed amount may be subject to verification and a representative of our office may need to contact you to ask for clarifying information. Identify any attached documents.

Instructions for Fractional Property Services Claim Form

Section 1. Date of purchase

Please provide the date of purchase of the contract that is the subject of your claim. Your contract must have been entered into between August 1, 2014 and March 31, 2017.

Section 2. Purchase price

Please provide the price of your original purchase. Any amount you provide in this section must be money you paid out-of-pocket.

Section 3. Refunds, credits and other recovery

In this section, we ask that you check one of the two boxes. For example, if FPS provided a partial refund of the contract for which you are claiming restitution, you would check the “Yes” box.

Section 4. Other legal action

Please check the appropriate box. For example, if you are suing FPS in a “small claims court” proceeding, you would check “Yes.” Also, you would check “Yes” if you have **agreed** to be or to have been a “class member” in a class action lawsuit.

Section 5. Explanation of your “Yes” response to either Section 3. or 4.

Please provide a brief explanation of the circumstances and the monetary value of any refund or other recovery you have received in the past.

Section 6. Total amount of your claim

Take the amount you provided in Section 2, subtract any amounts you have provided in Section 5.

Section 7. Brief explanation

Your claim must be based on a complaint that FPS did not provide or perform services as represented or promised by FPS.

Section 8. Personal Information and declaration

In order to get your restitution payment to you, we will need the information we are asking you to provide in this section. **You must sign the form.** By signing, you are declaring that the information you are providing is true and accurate. Even if you have estimated some amounts, so long as those estimates are true and accurate to the best of your knowledge, you may sign the declaration.