
Sanctuary Belize Litigation & Receivership

Co-owner Application Guidance

If you jointly bought or own a lot with other people, please read the following to coordinate the submission of one Claim Application:

- If your co-owner(s) still have an ownership interest in the lot, you must submit a single, joint Claim Application with those co-owner(s).
- While all co-owners of a lot must review and sign off on a Claim Application before it is considered complete, one person should first be assigned to fill out the Claim Application on behalf of all of the owners.
- The person who is assigned to fill out the Claim Application on behalf of all of the co-owners should log on to the Claim Application Portal first, and they will automatically become the person recognized in the online Portal as the responsible co-owner for filling in the Claim Application.
 - As the person responsible for filling out the Claim Application, you should consult with your co-owners on responses to questions to make sure all co-owners are in agreement.
 - If you are not the person responsible for filling in the Claim Application, you will be able to review the draft Claim Application as it is being completed by the assigned co-owner. While you will not be able to make changes to the Claim Application yourself, you should review and confirm with the assigned co-owner who is completing the Claim Application that any necessary adjustments are made so that you may sign off.
- If you log on to the Claim Application Portal as the assigned person responsible for filling out the Claim Application, and you later decide to have another co-owner serve in that role instead, you may request to make that change by please visiting the Contact Us page of the Receiver's website [here](#).
- Once the Claim Application questions are answered on behalf of all co-owners, and signed by the person responsible for filling out the Claim Application, the other co-owners will automatically receive an email notification that the Claim Application is available for their final review and approval. When the other co-owners get this notification, they will be directed to:
 1. Log on to the Claim Application Portal using their Unique ID and name (exactly as is appears in the Claim Application Notice).

2. Review the Claim Application questions and answers
 3. Sign off on the Declaration
 4. Upload a copy of their government-issued ID
- Importantly, the Claim Application will not be considered complete until all co-owners have signed off.
 - If one of your co-owners no longer has an ownership interest in the lot and, therefore, should not be included in the Claim Application, you will be asked to provide more information in response to Question 3 of the Claim Application. You will also be asked to provide documentation showing who the ownership interest was legally assigned to (for example: a final divorce decree, contract, or court order).

Remember: To be eligible to participate in the Compensation Plan, you must submit a completed Claim Application for each lot you purchased by the **December 12, 2022** deadline. If you have questions about how to complete any parts of your Claim Application, please visit the Contact Us page of the Receiver's website [here](#).