Vacation Owner Services
Title Agency, LLC

625 40th Street, Unit 2
Brooklyn, NY 11232
Phone: 1 (760) 517-7870
Support@VacationOwnershipServices.com

# OPENING ORDER WORKSHEET

**CURRENT OWNER(S)/SELLER(S) INFORMATION:** (If more than 2 Sellers, please use separate sheet and include name, address & email)
(If a seller is married or divorced, please notate - may be relevant i Community Property States)

Seller 1: _____☐ (if deceased) Seller 2: _____☐ (if deceased)
(Show full names as owner took title. Put current name in parenthesis if different from title name. If deceased, check box.)

Mailing address: _____

Seller 1 Email: _____ Seller 2 Email: _____

Primary Seller Phone Number: _____

Purpose of Change (Check all that apply): ☐ Trust / ☐ Divorce / ☐ Gift / ☐ Add Member / ☐ Death / ☐ _____

**NEW OWNER(S)/BUYER(S) INFORMATION:** (Show full legal name(s) as shown on government issued IDs) (you must communicate if Buyers are married to each other or to someone else – required for proper vesting). If Buyer 1 is married but spouse is not going on deed, list name and check box)

Buyer 1: _____ Buyer 2: _____ ☐ if Spouse **NOT** going on deed
Relationship of Buyer 1 & Buyer 2 (for vesting): ☐ Married / ☐ Individuals / ☐ Trust / ☐ Other _____

Mailing address: _____

Buyer 1 Email: _____ Buyer 2 Email: _____

Primary Buyer Phone Number: _____ Relationship of Buyer to Seller:_____

**RESORT INFORMATION:** Please refer to your Resort billing statement**.**

Resort Name: _____ City: _____ State: _____

Resort Management Company: _____ Phone: _____

Resort Account Reference Number: _____ Unit Number: _____ Week/Interval: _____

**SERVICE REQUESTED** (check)**:** Timeshare Transfer: - ☐ With Money ☐ Without Money
☐ Quit Claim Deed ☐ Warranty Deed ☐ Title Search ☐ Affidavit of Death
☐ Title Insurance (certain xfers may require a Title Search & Title Insurance regardless if checked)

**ESCROW INFORMATION:**
Purchase Price (write $0 if without consideration)**:** $_____ How much has seller received from buyer: $_____
All Closing Costs Paid By: ☐100% Seller ☐100% Buyer ☐50%/50% split between Seller and Buyer
Buyer's First Year of Use: _____ Current Year HOA Dues Paid By: ☐100% Seller ☐100% Buyer
If the Seller has paid current Years HOA Dues, is Buyer going to Reimburse the Seller? ☐ Yes ☐ No
Expedite Fee ☐ (requires $150 extra fees paid in advance. Deed prepared within 2 weeks depending on jurisdiction)

**ACKNOWLEDGMENT AND AGREEMENT:**
The undersigned Current Owner(s)/Seller(s) and New Owner(s)/Buyer(s) hereby acknowledge and confirm they have mutually agreed to sell/buy the above timeshare property as stated and Vacation Ownership Services is authorized and instructed to proceed with the escrow for the transfer of the above referenced property. Further, the Current Owner/Seller, hereby certifies the above referenced timeshare property will be available for occupancy in the year stated above and at each usage thereafter.

Seller 1 Signature Date

Seller 2 Signature Date

Buyer 1 Signature Date

Buyer 2 Signature Date

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# CURRENT OWNER RESORT AUTHORIZATION

**RESORT INFORMATION:** Please refer to your Resort billing statement**.**

Resort Name: _____

Resort City: _____ Resort State: _____

Resort Management Company: _____

Resort Phone: _____

Resort Account Reference Number: _____

Unit Number: _____

Week/Interval: _____

The undersigned Current Owner(s)/Seller(s) authorize(s) and instruct(s) the above stated Resort Management Company to comply with any and all requests made by Vacation Ownership Services Title Agency, LLC or its employees for the release of all financial information, property information and transfer of same to the New Owner(s)/Buyer(s), including but not limited to loan payoff, maintenance fees, taxes, special assessments, property description/verification, transfer requirements, right of first refusal, and fees to complete the transfer.

Seller Name: _____

_____

Seller Signature Date

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# DEPOSIT INSTRUCTIONS

**Seller(s)/Buyer(s)** ("Parties") agree to provide Vacation Ownership Services Title Agency, LLC ("VOSTA") with a **non-refundable deposit** of $500.00 to initiate the requested title and transfer services.

VOSTA cannot commence services until payment and receipt of a completed Opening Worksheet or Order Form containing sufficient information to obtain current ownership records and prepare the necessary transfer documents. The deposit will be applied toward internal title preparation costs, deed retrievals, public record document procurement, recording charges, postage, courier services, and other administrative expenses necessary to prepare and record the transfer documents.

The deposit shall not be used to pay any resort, homeowners' association (HOA), or management company fees, including but not limited to transfer fees, estoppel fees, account statement fees, membership processing fees, maintenance fees, or any other fees required by the resort or management company to recognize or complete the membership transfer. All such fees remain the responsibility of the Parties.

If either Party cancels the transaction in writing, or if the resort exercises a Right of First Refusal (ROFR), VOSTA shall retain any remaining deposit funds to offset services rendered and costs incurred.

**PAYMENT INSTRUCTIONS**

The $500.00 deposit may be paid by:

- Check payable to *Vacation Ownership Services Title Agency, LLC*
- Zelle to: Les.Abeyta@VacationOwnershipServices.com or tag VOSTALLC (no not used 760.517.7870)
- Venmo to: @VOSTALLC

All funds are deposited into a Bank of America business account.

Check Reference line should include: Resort Name / Account Number

If paying by check, mail to:

Vacation Ownership Services Title Agency, LLC
625 40th Street, Unit 2
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**EXPEDITE OPTION**

An expedited processing fee of $150.00 (non-refundable) may be added. Total deposit with expedite service: $650.00. Deed preparation is targeted within two (2) weeks of receipt of complete and accurate information, subject to jurisdictional processing time and requirements.

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Resort Name / Account Number: _____

Seller Name: _____ Buyer Name: _____

_____ _____

Seller Signature Date Buyer Signature Date

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# BUYER VESTING INFORMATION WORKSHEET

VOSTA is authorized to show vesting on the quitclaim deed to record transferring title to the new owner

## NAME OF NEW OWNER(S) AND STATUS (NO TRUST):

*(If new owner is married to someone who will not be on the deed, that must be disclosed in the NOTES section.)*

| | | |
|---|---|---|
| Grantee 1 Name | | ☐ Married ☐ Unmarried ☐ Widowed<br>☐ Corp ☐ Trust |
| Grantee 2 Name | | ☐ Married ☐ Unmarried ☐ Widowed<br>☐ Corp ☐ Trust<br>Relationship to Grantee 1: ☐ Married ☐ Unmarried |

**PLEASE MARK APPROPRIOTE CHOICES FOR VESTING**

Select Only One of the following**:**

- ❑ Husband and Wife / Wife and Husband
- ❑ A Married Man
- ❑ A Married Woman
- ❑ An Unmarried Man
- ❑ An Unmarried Woman

NOTES

Select Only One of the following

- ❑ Registered Domestic Partners (jurisdiction where registered) _____
- ❑ Joint Tenants with Right of Survivorship
- ❑ Sole Ownership
- ❑ Tenants In Common List Ownership % by owner _____
- ❑ Tenants by the Entirety
- ❑ Trust If you select this option, please list the full name of the Trust and the name of each Trustee:

**COMPLETE THIS SECTION IS FOR BUYER TRUST ONLY** / make sure to submit trust documentation

Name of the Trust (including date): _____

Trustee Name: _____

See this page for further information.

VOSTA does not provide guidance on vesting selections. The terminology used herein is for reference purposes only and should not be interpreted as legal advice. We strongly recommend consulting a qualified attorney and/or CPA to assess the legal and tax implications of vesting decisions. This information is for informational purposes only and does not constitute legal advice or establish an attorney-client relationship.