

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: _____ Seller 2: _____
(Show full names as owner took title. If deceased, please make note)

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)

Buyer 1: _____ Buyer 2: _____

Relationship of Buyer 1 & Buyer 2 (for vesting): Married / Individuals / Trust / Other _____

Mailing address: _____

Buyer 1 Email: _____ Buyer 2 Email: _____

Primary Buyer Phone Number: _____

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
 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)

Any Additional Information or purpose of transfer & relationship of SELLER & BUYER **[REQUIRED]:**

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 _____

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

Vacation Owner Services Title Agency, LLC

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

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
- Venmo to: @VOSTALLC

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

Check Reference line should include: Resort Name / Account Number

Payment must be received within five (5) days. If paying by check, mail to:

Vacation Ownership Services Title Agency, LLC
625 40th Street, Unit 2
Brooklyn, NY 11232

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.

Resort Name / Account Number: _____

Seller Name: _____

Buyer Name: _____

Seller Signature

Date

Buyer Signature

Date

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 :

(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	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Widowed <input type="checkbox"/> Corp <input type="checkbox"/> Trust
Grantee 2 Name	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Widowed <input type="checkbox"/> Corp <input type="checkbox"/> Trust
Relationship to Grantee 1: <input type="checkbox"/> Married <input type="checkbox"/> 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

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:

NOTES

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.

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FINCEN RESIDENTIAL REAL ESTATE RULE (Anti-Money Laundering)

FinCEN Compliance Requirements – Overview

Effective March 1, 2026, new federal regulations from the Financial Crimes Enforcement Network (FinCEN) require title and settlement agents to collect and report additional information in certain real estate transactions. These rules focus on preventing money laundering in all-cash residential real estate transfers where the buyer (grantee/transferee) is an entity or a trust. This document provides a full overview of the requirements, exemptions, and answers to common client questions. You may also visit the website [here](#).

Effective Date

All new files opened on or after March 1, 2026, or scheduled to close on or after that date, where the Buyer/Transferee is an entity or trust, will be subject to FinCEN reporting requirements.

Why This Process is Required

Federal regulations (31 CFR 1031.320) mandate reporting of all-cash residential real estate transactions when the Buyer/Transferee is an entity or a trust. These transactions are considered higher risk for illicit finance because they lack the oversight of institutional lender financing. The rule requires settlement agents to collect detailed information on beneficial owners, trustees, beneficiaries, and the funding sources for the purchase.

Required Documentation

For transactions falling under this rule, clients must complete and return the following forms:

- [ALTA FinCEN Buyer Collection Form](#)
- [ALTA FinCEN Seller Collection Form](#)

Note: Although the requirement is triggered by the Buyer/Transferee being an entity or trust, FinCEN also requires limited information from the Seller/Transferor. Both forms are therefore mandatory.

Administrative Fee

To cover the costs of compliance review, information collection, and reporting to FinCEN, our agency will charge a flat fee of \$175 per applicable transaction. This fee applies only when the Buyer/Transferee is an entity or trust and will be collected as part of the settlement process.

Exemptions from Reporting

The rule includes several exemptions that are considered low-risk for money laundering:

1. ****Transfers resulting from death**** – includes wills, trusts, intestate succession, survivorship, transfer-on-death deeds, and beneficiary designations.
2. ****Transfers required by a U.S. court**** – probate, divorce decrees, judicial settlements, and foreclosures under court order.
3. ****Divorce or civil union dissolution**** – property transfers made as part of dissolving a marriage or civil union.

4. ****Estate planning transfers to trusts**** – if:
 - No consideration is involved (gift transfer),
 - The transferor is an individual (or individual and spouse), and
 - The transferor is the settlor/grantor of the trust.
5. ****1031 Exchanges**** – transfers to qualified intermediaries in connection with a 1031 Exchange.

All other transfers to entities or trusts are reportable.

Frequently Asked Questions

1. Does this rule only apply when a title policy is issued?

No. The rule applies regardless of whether a title policy is issued. The trigger is the type of transaction (all-cash or without institutional financing) and whether the Buyer/Transferee is an entity or trust.

2. Does this rule apply even if no title policy is issued?

Yes. The requirement attaches to the settlement or closing itself. Even if no title policy is issued, FinCEN reporting still applies if the Buyer/Transferee is an entity or trust.

3. What if the property is being transferred into a trust?

If the Buyer/Transferee is a trust, the rule applies. The ALTA Buyer Collection Form contains a dedicated section to collect information on transferee trusts.

4. What if the property is being transferred into an entity (LLC, corporation, partnership, etc.)?

If the Buyer/Transferee is an entity, the rule applies. FinCEN requires disclosure of beneficial ownership and control information for transferee entities.

In summary: FinCEN reporting requirements (and the \$225 compliance fee) apply whenever the Buyer/Transferee is an entity or trust, regardless of whether a title policy is issued. The requirement is not triggered solely by the Seller/Transferor being a trust or entity. Exceptions are limited to death-related transfers, court-ordered transfers, divorce/civil union dissolutions, certain estate-planning trust transfers, and transfers to qualified intermediaries in 1031 Exchanges.

FinCEN Compliance Certification & Fee Acknowledgment

This transaction involves a Buyer/Transferee that is an Entity or Trust. Federal regulations under 31 CFR 1031.320 require the collection and reporting of certain information to FinCEN.

By signing below, the undersigned acknowledges that:

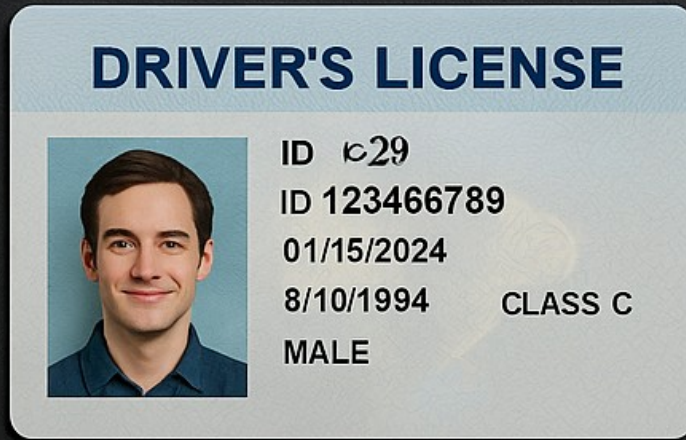
- Required ALTA FinCEN Collection Forms must be completed in full.
- The information provided will be used for federal reporting.
- A \$175 FinCEN Administrative Compliance Fee applies to this transaction.

Buyer/Transferee Entity:

Buyer/Transferee Designate Name:

Authorized Signature:

Date:



Text to 760.517.7870

or

Email to

Support@VacationOwnershipServices.com