

Vacation Owner Services Title Agency, LLC

625 40th Street, Unit 2
Brooklyn, NY 11232
Phone: 1 (760) 517-7870

OPENING ORDER WORKSHEET

CURRENT OWNER(S)/SELLER(S) INFORMATION:

Seller 1: _____ Seller 2: _____

(Show full legal name(s) as shown on your deed.)

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 Buyer 1 is married to Buyer 2 and if Buyer 2 is not present, is Buyer 1 married. This is important to properly create the deed.)

Buyer 1: _____ Buyer 2: _____

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

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 Consideration ☐ Timeshare Transfer without Consideration ☐
Quit Claim Only ☐ Warranty Deed ☐ Title Search ☐ Expedite (fee applies) ☐
Title Insurance ☐ (Transfers with consideration may require a title search and title insurance.)

ESCROW INFORMATION:

Purchase Price (write \$0 if without consideration): \$_____ If Seller has Received any funds from the Buyer, list how much: \$_____

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 ☐ 50 / 50

If the Seller has paid current Years HOA Dues, is Buyer going to Reimburse the Seller? ☐ Yes ☐ No

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

Buyer 1 Signature Date

Seller 2 Signature Date

Buyer 2 Signature Date

Vacation Owner Services Title Agency, LLC

625 40th Street, Unit 2
Brooklyn, NY 11232
Phone: 1 (760) 517-7870

Current Owner(s)/Seller(s) 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 1 Name: _____

Seller 1 Signature Date

Seller 2 Name: _____

Seller 2 Signature Date

Vacation Owner Services Title Agency, LLC

625 40th Street, Unit 2
Brooklyn, NY 11232
Phone: 1 (760) 517-7870

DEPOSIT INSTRUCTIONS / AGREEMENT

The Parties hereby agree(s) to provide Vacation Ownership Services Title Agency, LLC with a **non-refundable** Escrow deposit of \$500.00*. Vacation Ownership Services Title Agency, LLC cannot proceed without an account statement and required transfer documents from the applicable Timeshare Resort or its Management Company. In some instances, an upfront fee is required to be paid in advance of sending such statement and/or documents. Buyer(s) hereby authorize(s) and instruct(s) Vacation Ownership Services Title Agency, LLC to use funds on deposit for this escrow to pay any required, up-front fee(s) in order to obtain a current account statement and required transfer documents OR for any up-front title fees. **The parties hereby understand and agree that said up-front fees are non-refundable.** Any unused funds will be applied towards final closing costs. Should either party terminate the sale by written notification to Vacation Ownership Services Title Agency, LLC, or should the Property exercise their right of first refusal, Vacation Ownership Services Title Agency, LLC will keep any remaining funds to cover any fees they may incur.

The \$500.00 Escrow Deposit must be sent via check made payable to Vacation Ownership Services Title Agency, LLC or by ZELLE to Les.Abeyta@VacationOwnershipServices.com. All funds will be deposited into a Bank of America Account.

The reference note should be PROPERTY NAME & UNIT.

The funds should be mailed to the following address within 5 days.

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

Seller 1 Name: _____

Buyer 1 Name: _____

Seller 1 Signature Date

Buyer 1 Signature Date

Seller 2 Name: _____

Buyer 2 Name: _____

Seller 2 Signature Date

Buyer 2 Signature Date

* If expedite service is requested, please deposit \$600.00.