

# Vacation Owner Services Title Agency, LLC

625 40<sup>th</sup> 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 government issued ID)  
Mailing address: \_\_\_\_\_  
Seller 1 Email: \_\_\_\_\_ Seller 2 Email: \_\_\_\_\_  
Primary Seller Phone Number: \_\_\_\_\_

### NEW OWNER(S)/BUYER(S) INFORMATION:

Buyer 1: \_\_\_\_\_ Buyer 2: \_\_\_\_\_  
(Show full legal name(s) as shown on government issued ID)  
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 \_\_\_\_\_ Title Search \_\_\_\_\_  
Title Insurance \_\_\_\_\_ (Transfers with and without consideration require a title search & may require 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  
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: \_\_\_\_\_

### 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 40<sup>th</sup> 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 40<sup>th</sup> Street, Unit 2  
Brooklyn, NY 11232  
Phone: 1 (760) 517-7870

## NEW OWNER(S)/BUYER DEPOSIT INSTRUCTION

**New Owner(s)/Buyer(s)** 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](mailto:Les.Abeyta@VacationOwnershipServices.com). All funds will be deposited into a Bank of America Account.

The reference note should be “ \_\_\_\_\_ ”.

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

Vacation Ownership Services Title Agency, LLC  
Attn: Escrow Department  
625 40<sup>th</sup> 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