

# Vacation Owner Services Title Agency, LLC

625 40<sup>th</sup> 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: \_\_\_\_\_ 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 \_\_\_ Timeshare Transfer without Money \_\_\_  
 Quit Claim Only \_\_\_ 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): \$ \_\_\_\_\_ 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

Expedite Fee  (requires \$150 extra feed 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

\_\_\_\_\_  
Buyer 1 Signature Date

\_\_\_\_\_  
Seller 2 Signature Date

\_\_\_\_\_  
Buyer 2 Signature Date

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## 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

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## DEPOSIT INSTRUCTIONS

**Seller(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.** 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) or by VENMO to @VOSTALLC. All funds will be deposited into a Bank of America Account.**

Expedite Fee requires \$150 extra fee paid in advance. Deed will be prepared within 2 weeks depending on jurisdiction.  
Deposit \$650 Total

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 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

## 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 the 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  
 Corp  Trust

Grantee 2 Name \_\_\_\_\_

Married  Unmarried  Widowed  
 Corp  Trust

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 Couple
- A Married Man
- A Married Woman
- An Unmarried Man
- An Unmarried Woman
- An unmarried man and unmarried woman

### NOTES

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Select Only One of the following

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

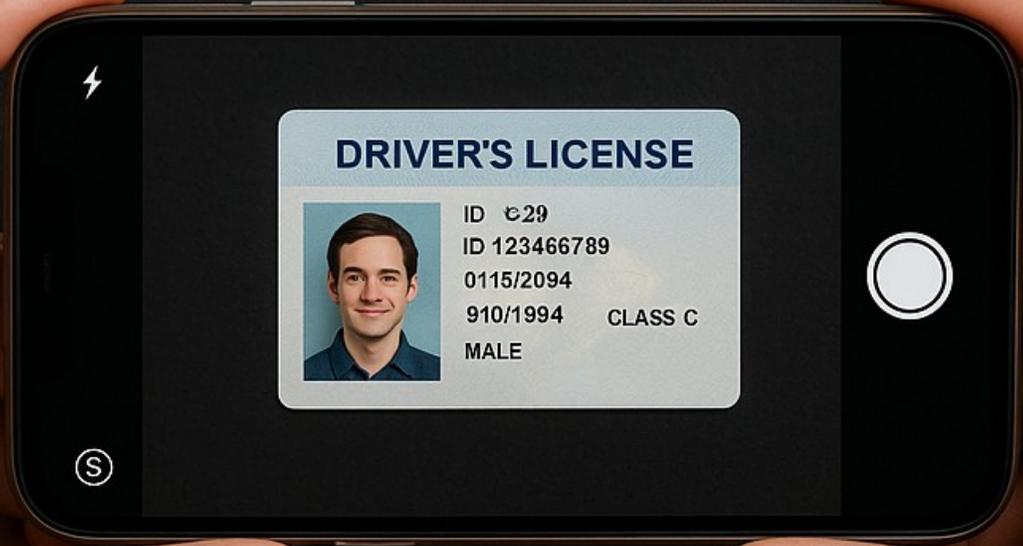
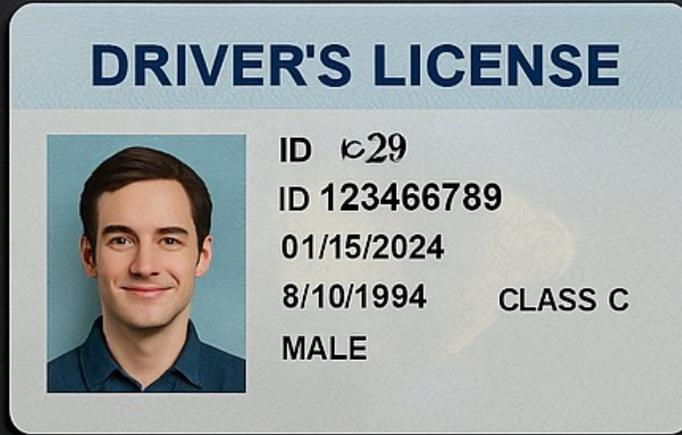
### COMPLETE THIS SECTION IS FOR BUYER TRUST ONLY

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Name of the Trust (including date): \_\_\_\_\_

Trustee Name: \_\_\_\_\_  
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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.



Text to 760.517.7870

or

Email to

[Support@VacationOwnershipServices.com](mailto:Support@VacationOwnershipServices.com)