



Chicago Title Company
Timeshare/Vacation Ownership Escrow Division
316 West Mission Avenue, Suite 121 • Escondido, CA 92025
Office Phone (800) 834-3882 Office Fax (760)888-2045
Char Steinly, Escrow Officer SteinlyC@ctt.com

GENERAL INFORMATION - PLEASE READ.

Chicago Title offers escrow closing services for timeshare properties.

If the property is located **within the United States**, deeded or non-deeded, the Escrow Fee is **\$395.00**, for most transactions. The escrow fee does not include any transfer fee the resort may charge, title insurance fee or recording fees. Those fees are in addition to the \$395.00. Please call for a title insurance quote, if desired.

New York properties are an exception. ****Manhattan Club & Hilton New York**** Please call for a price quote.

For **California Resorts on Indian land**, (Lawrence Welk Desert Oasis or Vista Mirage) please call for a price quote.

If this is a property **outside the United States**, membership or certificate of ownership properties only, the Escrow fee is **\$495.00**, for most transactions. If an attorney is required in connection with the transfer, additional attorney fees will apply. The escrow fee does not include any transfer fee the resort may charge, or filing fees. Those fees are in addition to the \$495.00. Title Insurance is not available for these types of ownerships.

Additional charges may apply should any additional documents or any additional services be required.

A minimum deposit of \$500.00 is required, together with the completed and executed Sales Purchase Information. The deposit is usually made by the Buyer. Acceptable forms of payment are a cashier's check (must say cashier's check) personal check drawn on a United States Bank or credit card or wire. Our credit card authorization form is provided. **Please do not submit any form of bank check, money order or foreign draft.**

The escrow process is about 45-60 days for completion.

Owner/Seller: Please complete the Sales Purchase Information form, **including the known Buyer information** and fax or email to our office along with a **copy of your Recorded Deed or Membership Certificate and most current resort billing statement.**

If you do not have a copy of the Recorded Deed, please contact the county Recorder's Office where the Resort is located. If we need to obtain a copy of the deed for you, the **fee is \$25.00**, plus any fee the county may charge for same.

New Owner/Buyer: Please complete the Sales Purchase Information form, **including the known Seller information**, and the Title and Vesting Information form and fax or email to our office **along with the deposit by credit card.**

If you are making payment by personal check drawn on a United States bank, **contact our office to obtain your Escrow Number before mailing said payment** to the address above.

Thank you for contacting Chicago Title Timeshare. We look forward to being of service to you.



Chicago Title Company- National Resort Development Division
 316 West Mission Avenue, Suite 121 ■ Escondido, CA 92025
 Phone (800)834-3882 Fax (760)888-2045 SteinlvC@ctt.com

SALES/PURCHASE INFORMATION FORM ■ THIS FORM MUST BE LEGIBLE AND COMPLETED IN FULL, AS APPLICABLE.

OWNER/SELLER INFORMATION:

SELLER 1: _____ SELLER 2: _____
 (FIRST, MIDDLE, LAST) (FIRST, MIDDLE, LAST)

MAILING ADDRESS: _____
 EMAIL: _____ PHONE: _____

NEW OWNER/BUYER INFORMATION:

BUYER 1: _____ BUYER 2: _____
 (FIRST, MIDDLE, LAST) (FIRST, MIDDLE, LAST)

MAILING ADDRESS: _____
EMAIL: _____ **PHONE:** _____

RESORT INFORMATION: UNDEEDED - PROVIDE A COPY OF CURRENT RECORDED DEED
 NON-DEEDED - PROVIDE MEMBERSHIP/OWNERSHIP CERTIFICATE

RESORT NAME: _____ CITY: _____ STATE: _____ COUNTY: _____

RESORT MANAGED BY: _____ PHONE: _____
 (REFER TO BILLING STATEMENT- PLEASE PROVIDE A COPY OF LAST BILLING STATEMENT)

ICN# _____ CONTRACTS _____ ACCOUNTS _____
 UNIT # _____ WEEK/INTERVAL # _____ ANNUAL BIENNIAL ODD BIENNIAL
 EVEN
 POINTS: _____ POINT ACCRUAL EVERY: ANNUALLY BIENNIALLY ODD BIENNIALLY
 EVEN
 (MONTH/VEAR)

OTHER: _____

EXCHANGE COMPANY TRANSFERS: CHICAGO TITLE COMPANY DOES NOT FACILITATE THE TRANSFER OF ANY BANKED POINTS, BANKED WEEKS OR MEMBERSHIP WITH AN EXCHANGE COMPANY. ANY AND ALL REQUIRED TRANSFER(S) OF BANKED POINTS, BANKED WEEKS, OR MEMBERSHIP WITH AN EXCHANGE COMPANY MUST BE ARRANGED BY AND BETWEEN THE PARTIES DIRECT AND OUTSIDE OF ESCROW.

RESERVATIONS: CHICAGO TITLE DOES NOT ARRANGE, CONFIRM OR TRANSFER ANY RESORT RESERVATIONS FOR THE BENEFIT OF ANY PARTY. ANY AND ALL RESORT RESERVATIONS MUST BE ARRANGED BY AND BETWEEN THE PARTIES DIRECT AND OUTSIDE OF ESCROW.

ESCROW INFORMATION: PURCHASE PRICE: \$ _____

DO THE PARTIES AGREE ON OBTAINING TITLE INSURANCE (deeded properties only): YES NO
 HAS SELLER RECEIVED ANY FUNDS FROM THE BUYER? YES NO IF YES, HOW MUCH? \$ _____
 ALL CLOSING COSTS PAID BY: SELLER BUYER 50/50 SPLIT BETWEEN SELLER AND BUYER
 BUYER'S FIRST YEAR OF USE: _____ CURRENT YEAR HOA DUES PAID BY: SELLER BUYER
 IF SELLER HAS PAID CURRENT YEARS HOA DUES, IS BUYER GOING TO REIMBURSE SELLER: YES NO
 IS SELLER AWARE OF ANY SPECIAL ASSESSMENTS? YES NO IF YES, HOW MUCH? \$ _____ DUE: _____
 ANY ADDITIONAL INFORMATION: _____

OWNER/SELLER CERTIFICATION AND AUTHORIZATION:

The undersigned Owner/Seller, hereby certifies that the above referenced timeshare property will be available for occupancy in the year stated above and at each usage thereafter. Furthermore, the undersigned Owner/Seller authorizes and instructs the above stated resort and/or its management company to comply with any and all requests made by Chicago Title Company or its employees for the release of all financial information, property information and transfer of same to the New Owner/Buyer, 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.

 Owner/Seller Signature Date Owner/Seller Signature Date

NEW OWNER/BUYER ACKNOWLEDGEMENT AND AGREEMENT:

The undersigned New Owner/Buyer hereby acknowledges and agrees to purchase the above timeshare property as stated and Chicago Title Company is authorized and instructed to proceed with the escrow for the transfer of the above referenced property in its usual and customary manner.

 New Owner /Buyer Signature Date New Owner /Buyer Signature Date