



# OLD REPUBLIC TITLE & ESCROW OF HAWAII, LTD.

737 Bishop Street, Mauka Tower, Suite 2200 • Honolulu, HI 96813  
Phone (808) 522-0356 • Fax (808) 522-0355

## RESALE INFORMATION TITLE ONLY

We cannot process the resale transaction unless some form of a written agreement is prepared which is signed by both Seller and Buyer and references the following information:

1. Resort Name
2. Interval Control Number(s) or Apartment No. and Week No.
3. Sales Price
4. Is title insurance being requested? (**Not applicable for transactions with no consideration amount**)
5. Seller's full names (no middle initials), social security numbers, mailing address, phone number, fax number, email address.\*  
**Please inform us if there has been any change in title due to marriage, change of name, divorce or death. If title is currently in Trust, we will need a copy of the Trust.**
6. Buyer's full names (no middle initials), social security numbers, mailing address, phone number, fax number, email address.\*  
**Please provide us with marital status and tenancy. If title will be in Trust, we will need a copy of your Trust.**

**\*See attached form to assist with providing information**

The fully executed agreement is then sent to Old Republic Title & Escrow along with an initial deposit of **\$400.00**. Check is to be made payable to Old Republic Title & Escrow. When we receive the agreement and deposit, a file is opened and a title search is requested to verify ownership and to check for any outstanding liens.

Upon completion of the search, the deed document will be drafted by an outside attorney. We receive the completed deed in 2-3 business days. Upon receipt of the deed the signing packets are prepared and emailed or mailed to each party. (Unless instructed to do otherwise)

When all signed documents and funds are received in, the deed is submitted to the Bureau of Conveyances for recordation. Once the deed is recorded, the transaction is closed. Each party will receive a certified copy of the deed, and the Buyer will receive the title insurance policy. (If title insurance was purchased)

In the State of Hawaii there is a 5% Non-Resident Tax due from the seller if there is a gain on the sale of the Timeshare. We will **NOT** file an Exemption form with the State to assist in receiving this exemption prior to recording.

**Note: There will be no notification sent to the resort regarding transfer of title.**



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### Estimated closing costs (Title Only Services) involved are as follows:

Title Fee:	\$ 75.00	
Mailing and Handling	\$ 50.00*	Plus Tax
Drafting of the Deed	\$171.87	Plus Tax (there are additional fees for multiple intervals)
Recording Fee:	\$ 41.00	
Conveyance Tax:	\$Based on sales price (minimum requirement is \$1.00)	

\* Mailing fees are subject to increase if parties are Foreign

**\*\*If parties should decide to cancel transaction, applicable fees will be charged.**

### Our contact information:

Old Republic Title & Escrow of Hawaii	Phone No.	(808) 522-0356
737 Bishop Street, Suite 2200		
Honolulu, HI 96813	Fax No.	(808) 522-0355

Escrow Officer	Cari Kawachi	<a href="mailto:ckawachi@oldrepublictitle.com">ckawachi@oldrepublictitle.com</a>
Escrow Officer	Tiffany DeGuzman	<a href="mailto:tdeguzman@oldrepublictitle.com">tdeguzman@oldrepublictitle.com</a>
Assistant	Corinne Irons	<a href="mailto:cirons@oldrepublictitle.com">cirons@oldrepublictitle.com</a>

The undersigned hereby agree that, subject only to the recording of the necessary documents, the procurement of required title coverage, and the proper disbursement of the funds, all conditions and requirements contained in this Transfer information form have been satisfied or are hereby waived, title has no further responsibility with respect thereto. It is our understanding that Old Republic Title & Escrow of Hawaii is not handling the State and Federal filings of taxes or any other requirements, such as notification to the developer or association, that are on the transfer of real property as they we are only assisting on the transfer of ownership. Any other requirements of the State and Federal tax filings and Transfer Fees and notification to association or First Right of Refusal notification, if any, will be handled outside of this transfer.

\_\_\_\_\_  
BUYER/SELLER

\_\_\_\_\_  
BUYER/SELLER

\_\_\_\_\_  
BUYER/SELLER

\_\_\_\_\_  
BUYER/SELLER

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## \*SELLER\* INFORMATION SHEET

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FIRST NAME	MIDDLE	LAST NAME	SSN
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FIRST NAME	MIDDLE	LAST NAME	SSN
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FIRST NAME	MIDDLE	LAST NAME	SSN
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FIRST NAME	MIDDLE	LAST NAME	SSN
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MAILING ADDRESS

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RESIDENCE PHONE	BUSINESS PHONE	CELL PHONE	FAX NUMBER
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EMAIL ADDRESS

**Please check one of the selections below:**

- I would like my signing documents to be mailed to the address listed above via USPS Priority Mail
- I would like my signing documents to be emailed to the email address listed above

**FOR EACH PERSON LISTED ABOVE, PLEASE STATE CURRENT MARITAL STATUS:**

\_\_\_\_\_ HUSBAND/WIFE          \_\_\_\_\_ MARRIED (BUT SPOUSE IS NOT ON TITLE)

\_\_\_\_\_ UNMARRIED (INCLUDES SINGLE, DIVORCED, WIDOWED)

**\*\*If you are the seller and title was originally held as husband & wife or married, or there has been a death, divorce or a remarriage with a name change, escrow will need an original copy of the Death Certificate or Divorce Decree and/or Marriage Certificate.**

**IF PROPERTY IS VESTED OR TO BE VESTED IN A CORPORATION, PARTNERSHIP, OR TRUST, PLEASE PROVIDE COMPANY DOCUMENTS AND/OR TRUST DOCUMENTS**

**\*A CORPORATE RESOLUTION TO SELL AND A CURRENT LETTER OF GOOD STANDING ISSUED FROM THE STATE THE CORPORATION IS REGISTERED IN (WITHIN THE LAST 3 MONTHS) MUST BE PROVIDED.**



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## \*BUYER\* INFORMATION SHEET

\_\_\_\_\_  
FIRST NAME MIDDLE LAST NAME SSN

\_\_\_\_\_  
FIRST NAME MIDDLE LAST NAME SSN

\_\_\_\_\_  
FIRST NAME MIDDLE LAST NAME SSN

\_\_\_\_\_  
FIRST NAME MIDDLE LAST NAME SSN

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
RESIDENCE PHONE BUSINESS PHONE CELL PHONE FAX NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

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TENANCY (CHOOSE ONE):

- \_\_\_\_ Tenant in Severalty (one person/corporation)
- \_\_\_\_ Tenants by the Entirety (husband and wife with Right of Survivorship)
- \_\_\_\_ Joint Tenants (with right of survivorship)
- \_\_\_\_ Tenants in Common (2 or more people –specify % of ownership between them-no right of survivorship)



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Property to be sold: \_\_\_\_\_  
(Resort name, address, Unit#, Week#)

Old Republic Title & Escrow of Hawaii, Ltd. recommends and advises the parties to this sale to:

1. Seek the advice and assistance of a qualified real estate person licensed to do business in the State of Hawaii, and/or;
2. Seek the advice and counsel of a qualified real estate attorney licensed to do business in the State of Hawaii

In order for Old Republic Title & Escrow of Hawaii, Ltd., as Escrow Holder, to proceed with the processing of this transaction, the undersigned agree to and understand the following:

1. A deposit of **\$400.00** is required prior to the acceptance of, or any work beginning on this transaction.
2. Old Republic Title & Escrow of Hawaii, Ltd. will not arbitrate the responsibility for payment of a cancellation fee between the parties. Any cancellation fee and other incurred expenses **WILL BE DEDUCTED** from the deposit.
3. All documents pertaining to each loan/lien on the property must be presented to the Escrow Holder, such as a copy of a recent payment coupon and loan status statement.
4. A Condition of Title policy will be issued in conjunction with this transaction. The fee for this policy is estimated at \$75.00. An escrow fee, together with other fees incidental to the processing of the escrow, will also be charged. The fees for these services are estimated at \$400.00.
5. The escrow instructions to be prepared in connection with this transaction, alone, may not be enforceable as a binding agreement and will not address other concerns which are normally incorporated in a real estate purchase contract.
6. Old Republic Title & Escrow of Hawaii, Ltd. is prohibited by law from drawing real estate purchase contracts.

Buyer's and Seller's Instructions to Old Republic Title & Escrow of Hawaii, Ltd. will be prepared after receipt of both this document fully executed by all parties and the deposit referred to above.

Date: \_\_\_\_\_

Seller(s):

\_\_\_\_\_  
\_\_\_\_\_

Buyer(s):

\_\_\_\_\_  
\_\_\_\_\_