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MEMORANDUM

Re: Conveying your Timeshare to Your Trust

Dear Potential Client:

Thank you for contacting our office to assist you with the above matter. Our base charge for preparation of a timeshare deed is \$350, plus all costs. Costs include recording fees (which range from \$35-75 per deed) and items noted below. Depending on the nature of your deed, there may be additional legal fees, also as noted below. Not all deeds will have additional charges, however we want you to be aware in advance of the possibilities.

In order to prepare the conveyance, we will need the following:

1. A copy of your vesting deed and related information.
 - A. If you do not have a copy of your deed, then we can order one, and the cost would be approximately \$25.
 - B. If you do have a copy of your deed, but it is not "stamped" in the upper right or upper left corner, then we will have to order one, because we must have the recordation information (date of recordation and Document Number).
 - C. The Bureau of Conveyances requires that all timeshares have an identifying "ICN" or Interval Control Number. If your deed does not have that number, it must be obtained from the property/resort manager, which has proven on occasion to be time-consuming. You could research the number, or instruct us to get it.

Obtaining the ICN will be billed at the law firm's regular hourly rates, and will be **in addition** to the flat fee for the preparation of the deed.

- D. Is the property fee simple or lease-hold? If the timeshare is on "lease-hold" property, then incorporating an Assignment of Lease into your deed may be necessary, and obtaining Consent to Assignment of Lease may also be necessary.

These items will be billed at the law firm's regular hourly rates, and will be **in addition** to the flat fee for preparation of the deed.

- E. If you have a mortgage and the lender pays the real property taxes directly to the State of Hawaii, we will need the name of the lender and the address to which the State can mail the real property tax bill. This would not be the address where you send your loan payments.
 - F. If the title is unclear, a title search may be required. A status report from a title reporting company costs approximately \$330 for a standard title search, which would be charged as an expense, in addition to the flat fee for the preparation of the deed.
2. A complete copy of your Certificate of Trust, or other evidence of your trust, which shows:
- A. The exact trust name;
 - B. The date of the trust;
 - C. The exact name(s) of the current trustee(s).
3. Your full legal name, marital status, spouse's full legal name (even if the property is in your sole name), and current address. If you have been married or divorced since you took title to your property, or if your name has changed, you will need to provide the legal documentation for those changes. If the property is "Land Court" or "Dual System", there may be other fees for preparation of additional documents, such as a Petition to Amend to note name or marriage, which result in the issuance of a new Certificate of Title.

We would be happy to review your documents to ascertain the work necessary to transfer your timeshare, and look forward to working with you.

Very truly yours,

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