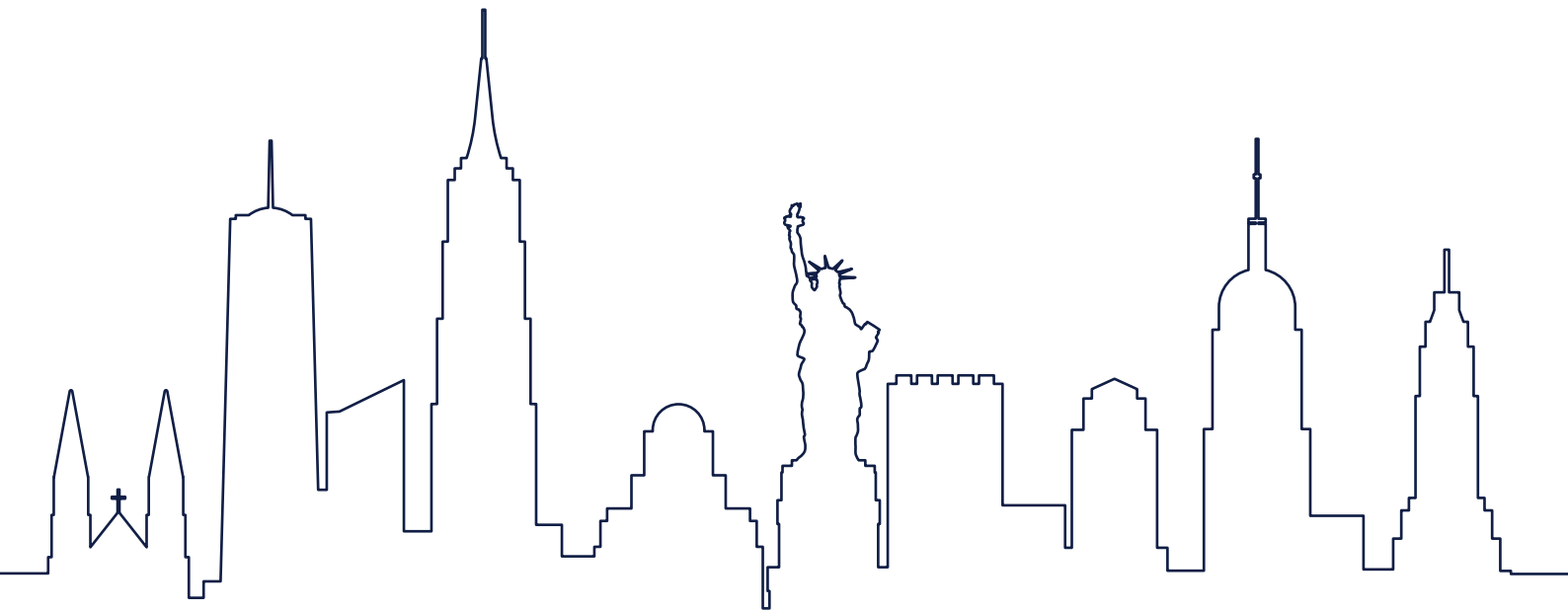
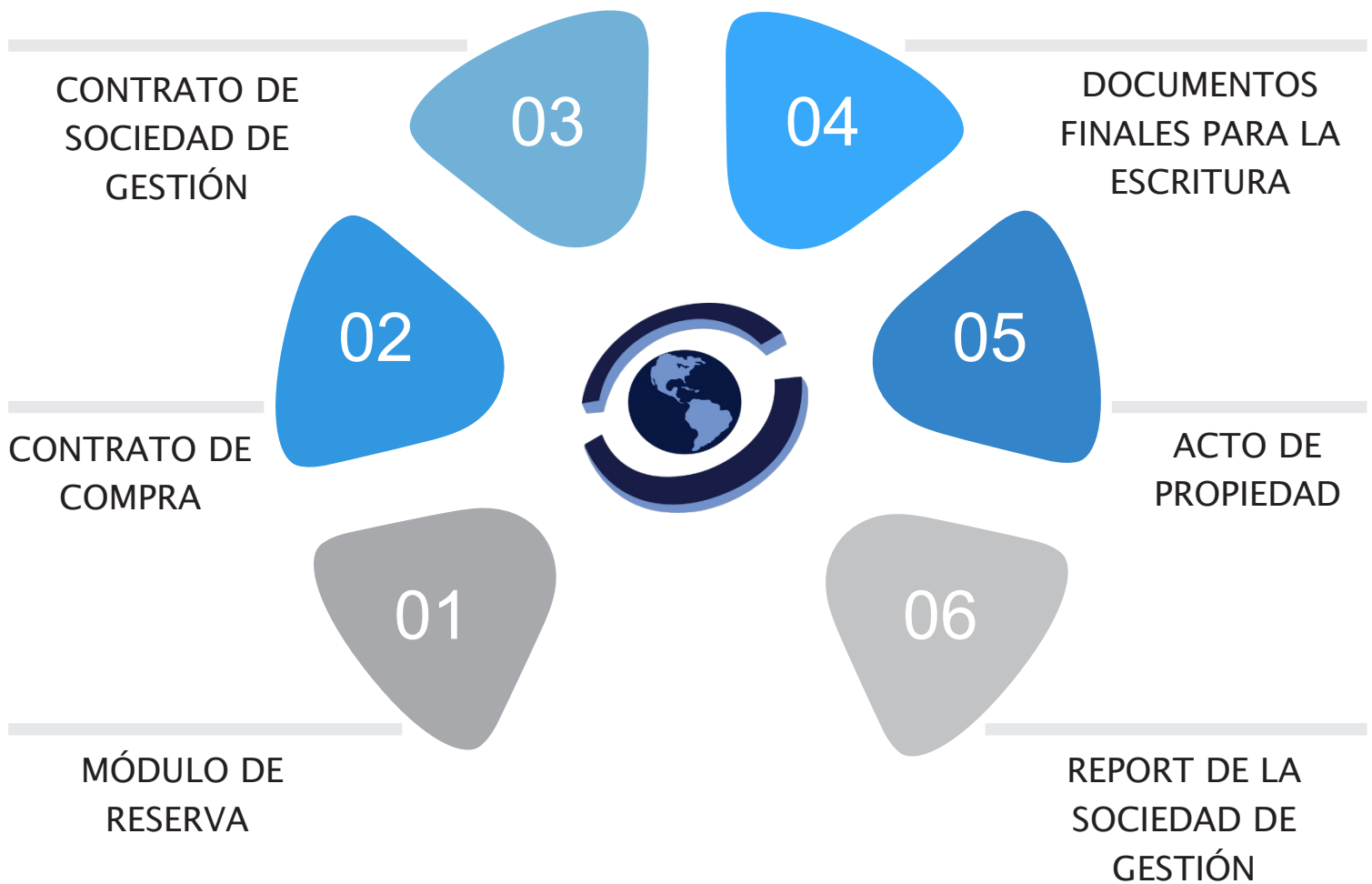




PROCEDIMIENTOS DE COMPRA EE.UU.




LAS FASES DE COMPRA EN EE.UU.



Para empezar el proceso de compra de un inmueble a través de Opisas el cliente tendrá que compilar el módulo de reserva que encuentra abajo. El módulo tiene que ser compilado en cada parte con los datos del comprador, firmado en la parte inferior.

Junto al módulo de reserva compilado, el cliente se ocupará de la transferencia de \$3,200 a modo de depósito, importe una tantum para gastos administrativos y tasas inherentes la compraventa (la cantidad incluye la elaboración de los contratos, la registración y las tasas según la ley EE.UU.), sinó la cifra de \$4,000 si se escoge el servicio adquirido que consta en la formación de una LLC Americana, comparable a una nuestra SL (la cantidad incluye la domiciliación, el servicio de envío del correo y el Employer Identification Number- EIN, equivalente a nuestra IVA



OPISAS[®]
www.opisas.com

RESERVATION FORM (Módulo de Reserva)

Todos los campos tienen que ser completados

DETALLES CLIENTE (En caso de adquisición con más personas, completar el "Reservation Form" continuación")

Nombre <input type="text"/>		Apellido <input type="text"/>	
Fecha de nacimiento (dd/mm/aaaa) <input type="text"/>		Número de Pasaporte (Adjuntar el documento) <input type="text"/>	
Dirección (calle, número domicilio y ciudad) <input type="text"/>		Número de Identificación Fiscal <input type="text"/>	
Código postal <input type="text"/>	Provincia <input type="text"/>	País <input type="text"/>	
Nacionalidad <input type="text"/>		Email <input type="text"/>	
Número de teléfono <input type="text"/>		Número de móvil <input type="text"/>	

DETALLES DE LA SOCIEDAD

Adquisición como sociedad <input type="checkbox"/> Si <input type="checkbox"/> No	Sociedad ya existente <input type="checkbox"/> Si <input type="checkbox"/> No	Nombre de la sociedad si ya existente <input type="text"/>
Nombre de la sociedad para formar (Opción 1) <input type="text"/>		Nombre de la sociedad para formar (Opción 2) <input type="text"/>

DETALLES DE LA PROPIEDAD (Sección reservada a OPISAS - no completar)

Dirección de la propiedad <input type="text"/>	
Ciudad <input type="text"/>	País <input type="text"/>
Coste total de la propiedad (Indicar la moneda) <input type="text"/>	Costes extra (Ejemplo "escritura") <input type="text"/>
Depósito (Indicar el total) <input type="text"/>	Saldo (Indicar el total) <input type="text"/>

Notas

DECLARACIONES

Firmando este módulo, me comprometo a transferir el importe indicado como depósito de confirmación para la propiedad aquí arriba. Además me comprometo a enviar a Opisas la prueba de todos los pagos efectuados para la dicha propiedad.

Firma <input type="text"/>	Nombre y Apellido <input type="text"/>	Fecha (dd/mm/aaaa) <input type="text"/>
----------------------------	--	---

Nombre del agente

Para confirmar la reserva, el módulo compilado y el depósito tienen que ser enviados por e-mail a Opisas.

02 CONTRATO DE VENTA Y DE COMPRA

Una vez que la reservada esté confirmada a través del pago de un depósito inicial, enviada la copia del pasaporte y módulo de reserva compilado, el comprador recibirá una copia estandar del documento aquí abajo llamado Contrato de compra y venta, utilizado y aprobado por el estado americano dónde se compra (aquí abajo un ejemplo de contrato utilizado en Florida).

Este contrato, formado por más de 10 páginas, será enviado al comprador completo con los datos del comprador y con los del vendedor, serán además indicados todos los datos relativos a la propiedad, condiciones de pago, la fecha de closing (escritura), y cualquier otra información o condición de venta.

"AS IS" Residential Contract For Sale And Purchase

1st PARTIES: _____ ("Seller"),
 2nd and _____ ("Buyer"),
 3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal
 4 Property (collectively "Property") pursuant to the terms and conditions of this AS IS Residential Contract For Sale
 5 And Purchase and any riders and addenda ("Contract").

6 **1. PROPERTY DESCRIPTION:**
 7 (a) Street address, city, zip: _____
 8 (b) Property is located in: _____ County, Florida. Real Property Tax ID No: _____
 9 (c) Legal description of the Real Property: _____
 10
 11 together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and
 12 attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded below.
 13 (d) Personal Property: The following items owned by Seller and existing on the Property as of the date
 14 of the initial offer are included in the purchase ("Personal Property"): (i) range(s)/oven(s), dishwasher(s),
 15 disposal, ceiling fan(s), intercom, light fixtures, rods, draperies and other window treatments, garage door
 16 openers, and security gate and other access devices; and (ii) those additional items checked below. If
 17 additional details are necessary, specify below. **If left blank, the item below is not included:**

<input type="checkbox"/> Refrigerator(s)	<input type="checkbox"/> Smoke detector(s)	<input type="checkbox"/> Pool barrier/fence	<input type="checkbox"/> Storage shed
<input type="checkbox"/> Microwave oven	<input type="checkbox"/> Security system	<input type="checkbox"/> Pool equipment	<input type="checkbox"/> TV antenna/satellite dish
<input type="checkbox"/> Washer	<input type="checkbox"/> Window/wall a/c	<input type="checkbox"/> Pool heater	<input type="checkbox"/> Water softener/purifier
<input type="checkbox"/> Dryer	<input type="checkbox"/> Generator	<input type="checkbox"/> Spa or hot tub with heater	<input type="checkbox"/> Storm shutters and panels
<input type="checkbox"/> Stand-alone ice maker		<input type="checkbox"/> Above ground pool	

18 The only other items of Personal Property included in this purchase, and any additional details regarding
 19 Personal Property, if necessary, are: _____
 20
 21 Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
 22 (e) The following items are excluded from the purchase: _____
 23


24 **2. PURCHASE PRICE** (U.S. currency):..... \$ 0.00
 25 (a) Initial deposit to be held in escrow in the amount of (checks subject to COLLECTION) \$ 0.00
 26 The initial deposit made payable and delivered to "Escrow Agent" named below
 27 (CHECK ONE): accompanies offer or is to be made upon acceptance (Effective Date)
 28 or is to be made within _____ (if blank, then 3) days after Effective Date
 29 Escrow Agent Information: Name: _____
 30 Address: _____ Phone: _____
 31 E-mail: _____ Fax: _____
 32 (b) Additional deposit to be delivered to Escrow Agent within _____ (if blank, then 3)
 33 days after Effective Date..... \$ 0.00
 34 (All deposits paid or agreed to be paid, are collectively referred to as the "Deposit")
 35 (c) Financing: Express as a dollar amount or percentage ("Loan Amount") see Paragraph 8 \$ 0.00
 36 (d) Other: \$ 0.00
 37 (e) Balance to close (not including Buyer's closing costs, prepaids and prorations) by wire
 38 transfer or other COLLECTED funds..... \$ 0.00
 39 **NOTE: For the definition of "COLLECTION" or "COLLECTED" see STANDARD S.**

40 **3. TIME FOR ACCEPTANCE OF OFFER AND COUNTER-OFFERS; EFFECTIVE DATE:**
 41 (a) If not signed by Buyer and Seller, and an executed copy delivered to all parties on or before _____
 42 this offer shall be deemed withdrawn and the Deposit, if any, will be returned to Buyer.
 43 Unless otherwise stated, time for acceptance of any counter-offers shall be within 2 days after the day the
 44 counter-offer is delivered.
 45 (b) The effective date of this Contract will be the date when the last one of the Buyer and Seller has signed or
 46 initialed this offer or final counter-offer ("Effective Date").

47 **4. CLOSING DATE:** Unless modified by other provisions of this Contract, the closing of this transaction shall occur
 48 and the closing documents required to be furnished by each party pursuant to this Contract shall be delivered
 49 ("Closing") on _____ ("Closing Date"), at the time established by the Closing Agent,

Buyer's Initials _____ Page 1 of 10 Seller's Initials _____

Junto al contrato de compra, el comprador recibirá el contrato de gestión de propiedad a través de la Sociedad de Gestión que se ocupará de la gestión del inmueble a nombre del nuevo propietario. La misma sociedad de gestión será responsable para el pago de los gastos de la vivienda, de la recogida de los alquileres y cualquier otra situación respecto la propiedad del inmueble.

RENTAL MANAGEMENT AGREEMENT 

AGENT _____ OWNER(S) _____

AND _____

PROPERTY ADDRESS: _____

1. The above OWNER(S) hereby employs CFRP as AGENTS and grants AGENT exclusive right to rent, lease and manage the above described property according to the terms that follow.
2. The term of this agreement shall be from the above date until cancelled in writing with a 60 day written notice by either party. OWNER(S), however, may cancel this agreement with a 10 day written notice if the property is not rented. The OWNER(S) agree to compensate the AGENT \$200.00 toward advertising cost should the OWNER(S) cancel their contract with CFRP Realty, LLC, Inc within the first 30 days of the signed contract, assuming no TENANT is secured, other provisions for cancellation are provided for in this agreement.
3. OWNER(S) shall pay 1 full month's rent, but no less than \$_____, of any lease agreement each time the property is rented. If tenancy is renewed or extended by the same TENANT, then \$200.00 will be charged. Leasing Fees will be paid from rent receipts or from forfeited deposits where applicable.

Leasing Fees will include the following:

 - AGENT to pay for all advertising that the AGENT deems appropriate to promote the above rental property. Advertising will include free and/or paid advertising. Such advertising may include local MLS, realtor.com, rentals.com, and mycrfp.com.
 - Signage on the property when permissible
 - All lease documents approved by AGENT'S attorney
 - Background checks on prospective TENANTS
4. _____% management commissions, no less than \$50.00, are paid each month the property is occupied by the TENANT, and rent is collected. Commissions shall be paid from rent receipts or from forfeited deposits where applicable.

Management Commissions will include the following:

 - Collecting rents on a monthly basis
 - Serving notices if TENANT has not paid. AGENT will determine when to serve notices
 - Ordering repairs on behalf of the OWNER(S) as needed
 - Payment by check to the OWNER(S) for rents collected
 - Payment of HOA dues on behalf of the OWNER(S) so long as funds are available
 - Inspections of properties at least twice a year
5. **LIEN RIGHTS** - OWNER(S) hereby grant AGENT the right to file a mechanics lien against any property covered by this agreement if the OWNER(S) fails to pay AGENT for any repairs done to the property whether the AGENT does those repairs directly or sub-contracts them out. OWNER(S) acknowledges that said lien may result in the foreclosure of the lien should OWNER(S) fail to pay AGENT for said repairs.

El módulo aquí arriba será enviado al comprador compilado en parte, cualquier dato que falte tendrá que ser compilado por el comprador y devuelto antes de la data del closing (escritura). Haciendo parte del mismo documento, el cliente recibirá también el Client Conversion Form.

CLOSING STATEMENT (DOCUMENTOS FINALES PARA LA ESCRITURA)

Cuando la transacción resultará lista para el cierre, el comprador y el vendedor recibirán un "Closing Statement" (documentos finales para la escritura) desde la Title Company/Settlement Agent. Demostrado en la imagen aquí abajo el "Settlement Statement" es llamado también "U.S. Department of Housing and Urban Development (HUD) statement".

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SETTLEMENT STATEMENT			
B. TYPE OF LOAN		1. FHA 4. VA	2. FmHA 5. COM. INS.
3. CONN. URHE:		5. File Number	
		7. Loan Number	
		6. Mortgage Insurance Case Number	
C. NOTE: This form is furnished to provide a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.			
D. NAME AND ADDRESS OF BORROWER:		E. NAME AND ADDRESS OF SELLER:	F. NAME AND ADDRESS OF LENDER:
G. PROPERTY LOCATION:		H. SETTLEMENT AGENT: NAME AND ADDRESS	
		PLACE OF SETTLEMENT:	
		I. SETTLEMENT DATE:	
J. SUMMARY OF BORROWER'S TRANSACTION 100. GROSS AMOUNT DUE FROM BORROWER: 101. Contract sales price 102. Personal property 103. Settlement charges to borrower (line 1420) 104. 105. <i>Adjustments for items paid by seller in advance</i> 106. City/town taxes to 107. County taxes to 108. Assessments to 109. 110. 111. 112. GROSS AMOUNT DUE FROM BORROWER		K. SUMMARY OF SELLER'S TRANSACTION 400. GROSS AMOUNT DUE TO SELLER: 401. Contract sales price 402. Personal property 403. 404. 405. <i>Adjustments for items paid by seller in advance</i> 406. City/town taxes to 407. County taxes to 408. Assessments to 409. 410. 411. 412. GROSS AMOUNT DUE TO SELLER	
200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER: 201. Deposit of earnest money 202. Principal amount of new loans 203. Existing loans (amount subject to) 204. 205. 206. 207. 208. 209. <i>Adjustments for items repaid by seller</i> 210. City/town taxes to 211. County taxes to 212. Assessments to 213. 214. 215. 216. 217. 218. 219. 220. TOTAL PAID BY/FOR BORROWER		500. REDUCTIONS IN AMOUNT DUE TO SELLER: 501. Excess deposit (see instructions) 502. Settlement charges to seller (line 1420) 503. Existing loans (amount subject to) 504. Payoff of first mortgage loan 505. Payoff of second mortgage loan 506. 507. 508. 509. <i>Adjustments for items repaid by seller</i> 510. City/town taxes to 511. County taxes to 512. Assessments to 513. 514. 515. 516. 517. 518. 519. 520. TOTAL REDUCTION AMOUNT DUE SELLER	
300. CASH AT SETTLEMENT FROM TO BORROWER 301. Gross amount due from borrower (line 120) 302. Less amounts paid by/to borrower (line 220) 303. CASH (FROM) (TO) BORROWER		600. CASH AT SETTLEMENT TO/FROM SELLER 601. Gross amount due to seller (line 420) 602. Less amounts in amount due seller (line 520) 603. CASH (TO) (FROM) SELLER	
L. SETTLEMENT CHARGES			

El documento describe los totales debidos por el vendedor y por el comprador para competir la compra. El pago de los importes debidos tendrán que ser pagados antes de la fecha de closing (escritura). El documento tiene que ser firmado e enviado a la Title Company al fin de registrar oficialmente la venta en los registros públicos del condado.

Una vez terminado el proceso de compra el comprador recibirá, después de 4-8 semanas, el “Warranty Deed” y el “Owners Policy” originales, documentos que certifican la nueva propiedad del inmueble.

Una versión electrónica del “Warranty Deed” es normalmente disponible online después de 7 días de la fecha de closing (escritura). El documento puede ser descargado por los registros del condado y, si solicitado, puede ser enviado por email al nuevo comprador.

Ejemplo de Warranty Deed:

[See Recording Requirements for Size and Margin Requirements]

WARRANTY DEED

The undersigned Grantor(s), _____, a
single/married man/woman,
whose address is _____

Hereby CONVEYS AND WARRANTS to: _____,
a single/married man/woman,
whose address is: _____

the following described premises situated in the city/township of
_____, County of _____, State of _____:
[insert legal description here]

for the sum of: _____ (\$ _____) Dollars
subject to easements and building and use restrictions of record if any,
and any taxes which constitute a lien but are not yet due and payable.

Dated this _____ day of _____, 200__

Witnesses: _____ Signed by: _____
[type witness name here] *[type grantor's name here]*

[type witness name here] *[type grantor's name here]*

STATE OF _____)
COUNTY OF _____) ss

The foregoing instrument was acknowledged before me this _____ day of _____,
200__, by *[insert grantors names here]*

[type notary name here]
Notary Public


State of _____
County, _____
My commission expires: _____


Send subsequent tax bills to:

Drafted By and Return to:

El nuevo propietario recibirá cada mes un claro report de la Sociedad de Gestión que indicará los gastos y las entradas provenientes de la propiedad. Aquí abajo un ejemplo de report:

Owner Statement

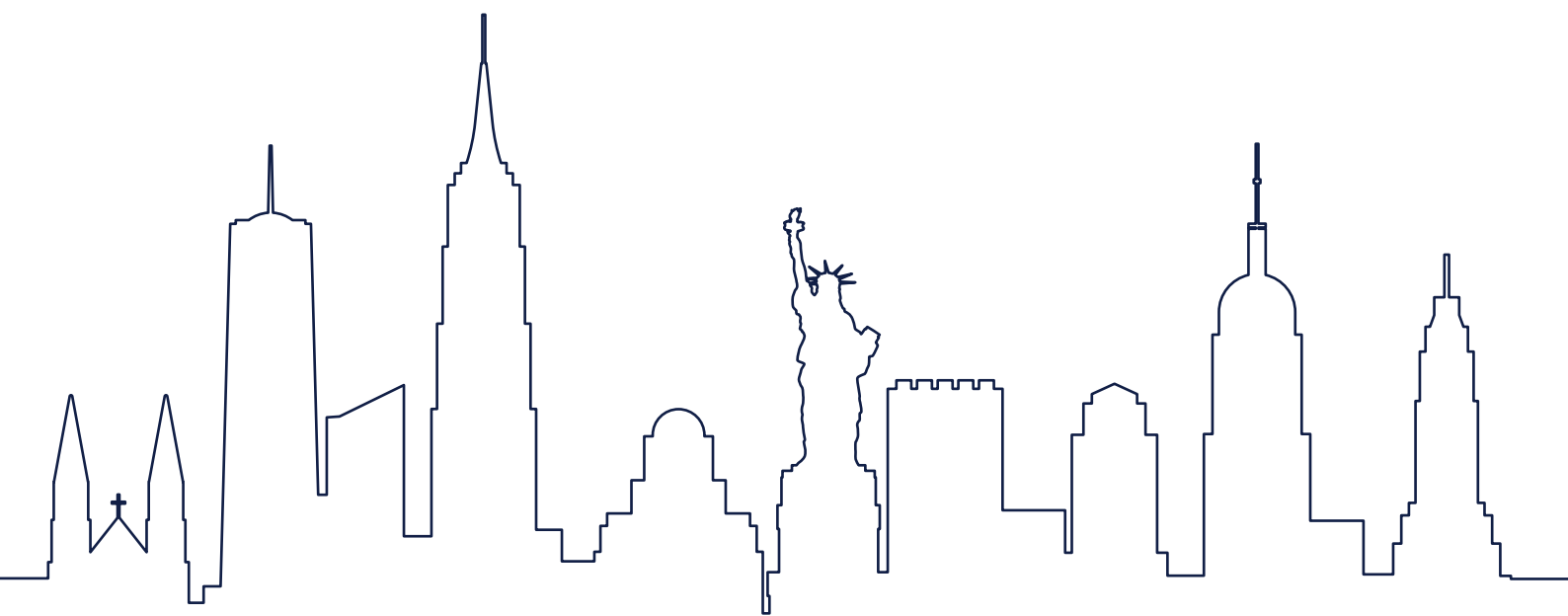


 Properties

Date	Payee / Payer	Type	Reference	Description	Income	Expense	Balance
				Beginning Cash Balance as of 12/01/2019			0.00
12/01/2019				Management Fees - December Management Fee - December Management Fees - MD		99.00	-99.00
12/22/2019				Owner Contribution - Owner Contribution	1,300.00		1,201.00
12/22/2019				Owner Contribution - Owner Contribution	99.00		1,300.00
				Ending Cash Balance			1,300.00
Total					1,399.00	99.00	

Property Cash Summary

Required Reserves	250.00
Work Order Estimates	0.00



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