

RESALE CERTIFICATE REQUEST

CONTACT INFORMATION FOR PARTY REQUESTING RESALE CERTIFICATE:

NAME: _____

EMAIL: _____

PHONE NUMBER: _____

PROPERTY BEING SOLD: _____

MAILING ADDRESS, IF NOT SAME AS ABOVE: _____

INFORMATION REGARDING SALE:

IS THE PROPERTY CURRENTLY ON THE MARKET OR UNDER AGREEMENT?:

- On the market, not under agreement
- Under Agreement (offer accepted) with a set closing date
- Not on the market yet, but will be in the near future

IF THE PROPERTY IS UNDER AGREEMENT (OFFER ACCEPTED), PLEASE ANSWER THE FOLLOWING:

WHAT IS THE CLOSING DATE?: _____

NAME, PHONE NUMBER, & EMAIL OF TITLE COMPANY:

NAME OF BUYER(S):

BUYER(S)' EMAILS:

A **Resale Certificate fee of \$250** and a **Capital Contribution fee of \$250** will be applied to the owner's ledger through AppFolio upon receipt of this form. These fees, along with any **HOA dues through the month of the closing or other outstanding balances**, must be **paid in full** before the resale certificate will be issued. The request form must be **completed in its entirety** and submitted to management before processing can begin. Incomplete forms may delay the issuance of the resale certificate. If a **credit is due to the seller**, the **title company is responsible for making any necessary accounting adjustments prior to closing**.

I have read & understand these terms:

SIGNATURE

PRINT NAME

DATE

21 N Broad Street
Nazareth, PA 18064



amanda@refirmpm.com
484-542-6568