



Ellaway Property Services, Inc.

Request for Re-Sale Certificate

Association Name: _____

Seller:

Owners Names: _____ Phone: _____

Property Address: _____

Realtor, if any: _____ Phone: _____

Agency, if any: _____ Phone: _____

Attorney, if any: _____ Phone: _____

Buyer:

Names: _____ Phone: _____

Mailing Address: _____

Realtor, if any: _____ Phone: _____

Agency, if any: _____ Phone: _____

Attorney, if any: _____ Phone: _____

Resale Certificate should be sent to:

Name: _____

Agency: _____

Address: _____

Telephone: _____ Fax: _____

Anticipated Closing Date: _____

Please enclose copy of Purchase and Sales Agreement when you return this form.

The re-sale certificate and required condominium documents will be produced within ten (10) days of the request, as required by law; we make every effort to produce these documents quickly.

The charge is \$50.00, payable to Ellaway Property Services, Inc. Please mail the check to the address below. Your signature indicates your understanding of this charge and your authorization that we produce the documents. Should the documents be required in less than ten (10) days, there may be an additional \$50 charge (\$100 total).

Owner's Signature

Date

Please fax or mail this form