



217 PROVIDENCE FORGE, ROYERSFORD, PA 19468
OFFICE (610) 948-6714 * FAX (610) 948-6714 * MAINT. OFFICE (610) 948-6105

Request for Settlement Packet for Resale of Unit

To receive a Settlement Packet, please complete the following application and submit it along with an executed copy of the Agreement of Sale and the appropriate fees as listed below.

SELLER

Name: _____

Address: _____

Phone: _____

Email: _____

BUYER

Name: _____

Address: _____

Phone: _____

Email: _____

REALTOR:

Name: _____ Phone: _____ Email: _____

Address: _____

Unit # _____

Settlement date: _____

_____ will pick up settlement packet
(Designee)

Please mail settlement packet*
(*Must supply Pre-Paid Ship Label)

Address to mail packet: _____

FEES:

Pre-Sale Inspection	\$250
Preparation of Settlement Packet	\$500
(Includes Association's Declaration and Bylaws, Association Docs and Resale Certificate)	
Completion of Condo Questionnaires	\$250 each
Reissue of Resale Certificate	\$ 75 each
Request for Association Budget	\$ 50 each

Please note that Council must vote on the Right of First Refusal per our Bylaws. Council meets the 1st Thursday of each month so please allow adequate time for your request to be acted upon. This request must be completed and forwarded no less than 20 days prior to settlement date. Please submit completed form along with fully Executed Agreement and applicable fees. Checks must be made payable to *Providence Forge Association*.