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RESALE PACKAGE REQUEST FORM 2024

E-MAIL ADDRESS WHERE DOCUMENT FILE WILL BE SENT: _____

DATE SUBMITTED: _____

DATE REQUIRED: _____

REQUESTED BY: _____ PHONE: _____

DOCUMENT DELIVERY TO:

NAME: _____

ADDRESS: _____

COMMUNITY NAME: _____

PROPERTY STREET No. & ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SELLER'S FULL NAME: _____

CO-SELLER'S FULL NAME: _____

SELLER'S ADDRESS (if different than Unit Address): _____

SELLER'S PHONE: _____ FAX: _____ E-MAIL: _____

BUYER'S FULL NAME: _____

CO-BUYER'S FULL NAME: _____

BUYER'S ADDRESS: _____

BUYER'S PHONE: _____ FAX: _____ E-MAIL: _____

WILL THE PROPERTY BE OWNER OCCUPIED ___ YES ___ NO

IF NOT OWNER OCCUPIED SUPPLY MAILING ADDRESS BELOW:

MAILING ADDRESS IF DIFFERENT: _____

Expected Settlement Date: _____

Purchase Price:\$ _____

Title Company Name: _____

Title Company Phone: _____ Fax: _____ E-Mail: _____

PAYMENT IN FULL IS REQUIRED FOR US TO PROCESS RESALE PACKAGE REQUESTS

The Standard Processing Fee for the resale certificate is **\$425**

All resale packages are emailed to the email address that you provide on the top of the form. All resale certificate requests are completed and emailed within ten (10) business days of the receipt of the payment **and** completed resale request form. Please note that if the resale package (expedited) is required prior to ten (10) business days of the receipt of the payment and completed resale request form that an additional expedited processing fee is required. Reese Management Company reserves the right to let the party know if an expedited service is available at that time.

Expedited Processing Email Delivery **\$550**

This indicates that the resale certificate package will be emailed within 3 business days of the receipt of the payment and completed resale request form.

Please make check payable to **REESE MANAGEMENT COMPANY** in the amount of \$425 or \$550 depending upon your preferred delivery date.

If you require an expedited resale certificate, then you will need to contact Reese Management Company to see about availability and additional service charges.

Completed resale certificates are valid for Sixty (60) days form the date appearing on the resale certificate.

**PLEASE CONTACT REESE MANAGEMENT COMPANY at (610) 962-7800
IF YOU HAVE ANY QUESTIONS.**