

Rolling Ridge Condo Association- RESALE CERTIFICATE ORDER FORM

E-mail to: Lisa@SpectrumPropertyMGT.com

Mail this form to:

Rolling Ridge Condo Association
c/o Spectrum Property Management
PO BOX 1562
Great Falls, VA 22066

-OR-

Build and send a Resale Certificate for the referenced property below:

Settlement Date (if known): _____ Seller's Realtor: _____

SELECT YOUR ORDER

Property Inspection (required)

AND

Full Resale Packet

Resale Disclosure Update (only to update Full Packet orders processed within the last 12 months)

Please expedite (5 business days)

Seller (Owner) Requesting Packet: _____

Property Address: _____

Phone: _____ Email: _____

Delivery Options (check one): Electronic (E-mail) Hard copy pick-up Hard copy US mail (provide regular US mailing address):

Name: _____

Address: _____

Phone: _____ Email: _____

Preparation Fees- Payable to Spectrum Property Management

\$140 Property Inspection (required)

\$176 Documents Prepared and delivered (electronic)

\$211 Documents Prepared and delivered (paper)

\$70 Expedited Delivery (5 business days)

\$70 Pre-settlement Updates

I acknowledge and understand that the resale certificate is being provided as a service and as such, payment must be made regardless of whether or not the sale of the property is completed. I acknowledge that if payment is not made by the seller at closing sooner than 60 days from the date of this request, the seller (unit owner) will promptly provide payment 60 days from the date of the delivery of the documents. If payment is not made, the unit will be charged for all cost and fees associated with the delivery of the resale certificate and collected as any other assessment.

Printed Name

Date

Signature of Seller or Authorized Agent