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Resale Certificate Request Form

Community Name: _____

Property Owner Name: _____

Property Address: _____

Street Address

City

State

Zip

Requestor's Name / Company: _____

Requestor's Phone: (_____) _____ - _____

Email Address to send Resale Certificate to: _____

Once payment has been received along with this completed form (and email confirmation if using the online payment method), the Resale Certificate will be emailed to the requestor. The process may take up to five (5) business days from receipt of payment and request form.

☐ By checking this box, I understand APC Property Management charges \$200.00 to prepare a Resale Certificate and requires payment in advance.

I will make payment with:

☐ Check/Money Order (Please mail payment or drop off to our office)

☐ Paylease Online (I have used the online resource to make the payment of \$200.00 with the understanding that I must select * **Resale Documents under the *Property drop box**, to pay for my request).

If you prefer the Resale Certificate to be mailed, please provide the receipt's name and mailing address here:

Requestor's Signature

Date