

HALSTEAD GLEN CLUSTER ASSOCIATION- RESALE CERTIFICATE REQUEST FORM

E-mail to: Lisa@SpectrumPropertyMGT.com

Mail this form to:

Halstead Glen Cluster 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: _____ Seller's Realtor: _____

SELECT YOUR ORDER

☐ Property Inspection (required)

☐ Financial Update (required)

AND

☐ Full Resale Certificate

☐ Resale Certificate Update (only to update Full Certificate 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 a mailing address below):

Name: _____

Address: _____

Preparation Fees- Payable to Spectrum Property Management

\$140 Property Inspection (required)

\$50 Financial Update (required)

\$176 Resale Certificate Documents (electronic)

\$211 Resale Certificate Documents (paper)

\$70 Resale Certificate Update

\$70 Expedited Fee (5 business days)

Payment can be made with card over the phone or by mailing a check.

I acknowledge and understand that payment is due at the time of ordering the documents. I authorize and direct the release of any information regarding my account and lot/unit file. I authorize the association and/or management to come onto my property without prior notice for the purpose of inspection.

Printed Name

Date

Signature of Seller or Authorized Agent