

DRANESVILLE ESTATES HOMEOWNERS ASSOCIATION- RESALE CERTIFICATE REQUEST FORM

E-mail to: Lisa@SpectrumPropertyMGT.com

-OR-

Mail this form to:

Dranesville Estates Homeowners Association
c/o Spectrum Property Management
PO BOX 1562
Great Falls, VA 22066

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