

CHURCH MILLS HOMEOWNERS ASSOCIATION- RESALE CERTIFICATE REQUEST FORM

E-mail to: Lisa@SpectrumPropertyMGT.com

Mail this form to:

Church Mills HOA

-OR-

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 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 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 (7 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