



Resale Certificate Request Form

Pursuant to section 5407(b) of the PA Uniform Planned Community Act, please furnish a resale certificate for the following common interest community unit. Certificate to be furnished within ten (10) days of a Unit Owner or Representative's written request.

<u>PSCA Property Address (please list all properties being sold in this contract):</u>	
<u>Current Owner/Seller(s):</u>	
<u>Seller's Agent & Company:</u>	
<u>Seller's Agent</u> <u>Phone:</u>	<u>Seller's Agent</u> <u>Email:</u>
<u>Est. Closing Date:</u>	
<u>Purchase Price:</u>	
<u>Buyer(s):</u>	
<u>Buyer's Agent & Company:</u>	
<u>Buyer's Agent</u> <u>Phone:</u>	<u>Buyer's Agent</u> <u>Email:</u>
<i>If the unit is intended to be investor-owned, please provide buyer's mailing address.</i> <u>Buyer's Mailing Address:</u>	

Printed Name of Unit Owner

Date

Signature of Unit Owner

Complete both sides →

✓	<u>Resale Certificate Packet Delivery Options</u> <i>Select your preferred option(s) from the list below</i>	
	<u>Paper Copy Pick Up at PSCA Office</u>	<u>Owner or Authorized Agent to Pick Up:</u>
	<u>Paper Copy Mailed</u> <i>(Additional \$10 fee applies)</i>	<u>Mail to (Name):</u> <u>Address:</u>
	<u>Digital Copy via Email</u>	<u>Email Address:</u>

✓	<u>Resale Certificate Packet Fees</u> <i>(All fees are nonrefundable.)</i> <i>Select all that apply</i>	
	Resale Certificate Packet Fee	\$250.00
	Paper Copy Mailing Fee	\$10.00
	Expedite Fee*	\$100.00

**All Resale Certificates must be furnished by Pocono Springs by 10 days of receiving the completed request form and resale certificate packet fee. If you need the resale certificate expedited, an additional \$100.00 fee applies.*

✓	<u>Resale Certificate Packet Fees - Payment Methods</u> <i>Select preference</i>	
	Check Payable to PSCA - Enclosed	
	Payment made at PSCA Office	Payment Type:
	Credit Card Payment* - Charge to the Credit/Debit Card below	

**All credit/debit card payments require a 3% processing fee.*

☐	Visa	☐	Mastercard	☐	Discover	☐	American Express
_____				_____		_____	
Card Number				Security Code		Exp.	

Name on Card							

Billing Address							

Card Holder Signature

Date