



## RESALE CERTIFICATE ORDER FORM

Please print clearly.

TITLE AGENT NAME	TODAY'S DATE
PHONE	EMAIL
COMPANY NAME	GF#
SELLER NAME	BUYER NAME
BUYER EMAIL ADDRESS	BUYER TELEPHONE NUMBER
PROPERTY ADDRESS (RESALE ADDRESS)	
CLOSING DATE	RUSH ( <i>within 1 to 3 business days - \$950 within 4- 7 business days \$800</i> )

### FOR MANAGEMENT ONLY

VIOLATIONS	AMOUNT OWED (\$) THRU
ASSESSMENTS (\$)	RESERVES (\$)
RESALE / TRANSFER FEE PAID:	
RESALE CERTIFICATE PREPARED:	

### RESALE CERTIFICATE PAYMENT OPTIONS:

1. The cashier's check /money order must be made payable to **Community Association Management** and hand delivered or overnighted to 5900 Shepherd Mountain Cove, #2-275, Austin, TX 78730.  
OR
2. You may also submit payment through Venmo (@Melissa-Baker-246). Please make the following notation on the payment:

**Resale/[Community Name]/[Property Address]/[Owner Name].**

\*Note: There is NO CREDIT CARD OPTION for making payments. If you mail your payment to this address, the process time will be much longer.