

Executive

Real Estate Management

3313 Memorial Parkway SW Suite 127

Huntsville, AL 35801

(256) 880-1000

manager@ereminc.com

Resale Information Request Form

Date: _____

Company requesting information:

Name of company: _____

Fax number: _____

Telephone number: _____

Return to _____ at _____

(email address)

Address of requested information:

Unit Address: _____

Name of seller: _____

Name of buyer: _____

Date of expected closing: _____

Please check box for information needed:

- Statement of HOA monthly dues _____
- Required Purchase (working capital) fee _____
- Termite letter contact information _____
- Master Insurance policy contact: _____
- Other: _____
- RUSH documentation within 24 business hours (\$50.00 fee)
- RUSH documentation within 48 business hours (\$25.00 fee)

All transfers of ownership will incur a resale certification fee of \$100.00. The resale package that includes the current budget as well as current financials will be provided electronically to the closing attorney or lender and should be provided to the purchaser at closing.

I _____ understand that the closing attorney's office will be responsible for collecting any outstanding dues, resale certification fee and/or purchase fees required by the association at closing and send them the Management office after closing. (address above).

Signature _____

**** NOTE: A SIGNATURE IS REQUIRED IN ORDER TO PROVIDE REQUESTED INFORMATION.**

The total amount to be collected is \$ _____

Please reference email for a breakdown of any fees to be collected.

Provided by: _____

Management office personnel