

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: _____

All requests should be submitted no less than 7 business days prior to closing. A rush fee of \$50 will be incurred for a closing request returned 3 business days from date of submittal.

- I understand the information above and am requesting a 3-day rush.

All transfers of ownership will incur a resale certification fee of \$175.00. The resale package that includes the current budget as well as current financials and payment options will be provided electronically to the closing attorney or lender and should be provided to the purchaser at closing.

****The attached transfer information form must be completed and returned with the closing check(s) as required to transfer records and accounts.****

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 _____
Required signature of entity/personnel requesting closing 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

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TRANSFER INFORMATION

Date: _____

1. Date of Transfer: _____

2. Address Being Transferred: _____

3. Current Owner's Name (Transferor): _____

4. New Owner's Name (Transferee): _____

5. Transferee's Email: _____

6. Transferee's Phone #: _____

8. Transferor's Signature: _____

***THIS PAGE IS REQUIRED TO TRANSFER OWNERSHIP. RETURN TO
MANAGEMENT ALONG WITH CLOSING FEES***