



AREC, LLC dba **Hoffmann & Associates**  
 7926 Old Seward Highway, Suite B4 Anchorage, AK 99518  
 907-562-3200 Phone 907-562-8221 Fax

## Resale Certificate Request (USB VERSION)

Resale Certificate **fee of \$200** is due at the time of the request. Certificate will be prepared within **10 (ten) days** after the request received and fee paid. Fee must be collected in advance and cannot be paid from closing. The individual requesting the certificate will be notified by phone for pickup. If you need the certificate within 24-hours, we can prepare it for a "rush" fee of \$250.00.

**Payment: We accept cashier checks and money orders. NO CASH or PERSONAL CHECKS.**

**Make your check payable to: Hoffmann & Associates. \*\*\*\* NSF or Returned check fee - \$50.00 & can include any collection costs on top of this fee\*\*\*\* NO REFUNDS ONCE PAID, processed, etc.**

**\*\*\* IF YOU WANT THE RESALE ON A USB FLASH DRIVE (INSTEAD OF A PAPER VERSION IN A BINDER), THIS CAN BE DONE; HOWEVER IT IS SCANNED ON THE USB FLASH DRIVE VIA PDF FORM. NO UPDATES ARE ALLOWED; YOU WOULD NEED TO ORDER A NEW RESALE CERTIFICATE. \*\*\***

**\*\* PERSON REQUESTING RESALE, PLEASE INITIAL BOX IF YOU WANT A USB FLASH DRIVE OR PAPER BINDER AND YOU AGREE TO ALL OF ABOVE \*\***

\_\_\_\_\_ **USB FLASH DRIVE**                      \_\_\_\_\_ **PAPER BINDER VERSION**

**\*\*\* NO RUSH ORDERS for any owner who is delinquent and/or has been sent to the attorney's office for collection. This also can include but not limited to if association manager is out sick, in class, personal day off, etc. then the manager can not guarantee a rush request and would follow normal time for a resale certificate.**

Please **PRINT** the following information

Association: \_\_\_\_\_ Manager: \_\_\_\_\_

Unit address: \_\_\_\_\_  
Street Name, Unit #, City

Sellers' name: \_\_\_\_\_

Rush: YES or NO                      IF RUSH TIME IN: \_\_\_\_\_

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Request received by: _____	Date: _____
Amount received: \$ _____	Check #: _____
Logged-in by: _____	Date: _____
Seller Notified by: _____	Date: _____