



AREC, LLC dba **Hoffmann & Associates**

7926 Old Seward Highway, Suite B4 Anchorage, AK 99518

907-562-3200 Phone 907-562-8221 Fax

Resale Certificate UPDATE Request

Resale Certificate Update fee of \$100.00 is due at the time of the request. **RESALE CERTIFICATE MUST be brought in to the office of Hoffmann & Associates for this to be done.** 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. ***** Rush Updates are available for a cost of \$150.00 (24-hour turn around) *****

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.**

***** 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 Time in: _____

Requested by: _____ Company: _____

Phone Number: Work: _____ Home: _____ Cell: _____

Request received by: _____	Date: _____
Amount received: \$ _____	Check #: _____ Date: _____
Logged-in by: _____	Date: _____
Seller Notified by: _____	Date: _____
Path: W Drive/Home/Common/Mgmt Services/assn master info	