



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 only. NO CASH or 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.**

***** Resales are done ONLY on a USB Flash Drive (we no longer offer paper/binder version resales). *****

***** 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 #: _____ Date: _____

Logged-in by: _____ Date: _____

Seller Notified by: _____ Date: _____

Updated: 3/01/18