



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). \*\*\***

**\*\* These are double checked to make sure that all information opens correctly for each section of the resale prior to going out of the office and we will not be responsible for any damages upon leaving the office if they are damaged, if someone changes them or tries to do anything with any section to email copies out or partial copies out, etc. A complete new resale would then need to be ordered at cost \*\***

**\*\*\* 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: 10/11/18