



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 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 updates will be done on a new USB Flash Drive to include ONLY new information accordingly of the association since the resale order date within the last 6-months (After 6-months from the initial order date, a new resale will need to be ordered) \*\* This will not be the whole complete resale, it will only be any updates that are needed since the initial order date \*\*\***

**\*\*\* 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: \_\_\_\_\_

Updated 10/11/18