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## WINONA LAKES PROPERTY OWNERS ASSOCIATION

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### RESALE CERTIFICATE POLICY

APPROVED: MAY 16, 2020

As per Section 5407 of the Uniform Planned Communities Act all properties that are transferred must order and pay for a resale certificate to be provided to the buyer of the property prior to the closing. The following is Winona Lakes Property Owners Association's official policy regarding the processing & completion of resale certificates.

- All requests for a resale certificate request must be submitted in writing. This can be done by using the WLPOA request form or in a written email or letter communication.
- Resale requests must include the following information:
  - Property Owner's (Seller's) name & telephone number
  - Address of the property
  - Property section & lot number or account number
  - The date request is needed by
  - The method of payment & check number if paid by check
- If the resale certificate is being picked up by anyone other than the owner (i.e. Realtor, Attorney, or any other authorized representative) that party's name & contact information must be included on the request
- Resale certificate requests must be submitted along with the \$250.00 fee. Resales will not be processed without receipt of the written request & payment.
- From date of receipt of written request, WLPOA has 10 days in which to complete the request.
- All resale certificates must be picked up at the Association Office at 112 Ski Lodge Circle, East Stroudsburg, PA 18302. We can/will email or fax the top financial sheets if needed for the closing or if an update to the resale is required
- Resale certificates are only good for as long as the financial information does not change (no additional charges or payments of any kind hit the account) or 3 months whichever comes first.
- When a resale packet is picked up it must be signed for by the authorized person on the request form. The signed form is filed in the property file and the resale logged on a spreadsheet for reference purposes.
- Resale certificate packet includes, certificate itself, resale declarations page, current year's budget, balance sheet, income statement, financial declarations from most recent audit, certificate of insurance, Association Governing Documents (Rules, By-Laws, Building packet), Association Map, + any additional information requested or required by the Community Manager or the Board of Directors that could be useful or helpful to a new member (such as but not limited to, community fact sheet, Township or County maps, useful phone numbers sheet, current Association flyer etc.).



Winona Lakes, POA  
112 Ski Lodge Circle  
East Stroudsburg PA 18302  
Telephone: (570) 588-9309 · Fax: (570) 588-9348 · Web: [www.winonalakes.org](http://www.winonalakes.org)  
Email: [Accounts@WinonaLakes.org](mailto:Accounts@WinonaLakes.org)

## REQUEST FOR RESALE CERTIFICATE PACKAGE

In compliance with section 5407 of the Uniform Planned Community Act, Winona Lakes Property Owners Association will provide a Resale Certificate Package within ten days from the authorized receipt of this request provided the following conditions have been met:

- The property owner (seller) or their authorized (in writing) representative submits a properly filled out request for resale form.
- Payment in the amount of \$250.00 via credit card or check made payable to Winona Lakes POA is received with this form.
- A Resale Certificate Package will be made available to the requestor indicated on this form within ten days from the receipt of this form. Please note that resale certificates are only good for as long as the financial information does not change (no additional charges or payments of any kind hit the account) or 3 months, whichever comes first.

The package must be picked up at the Winona Lakes POA office, and only after it has been released by a member of the Winona Lakes POA administrative staff. Only one package **per request** will be made available.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Individual Requesting RESALE CERT PKG

Property Owner: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_ East Stroudsburg, PA 18302

Phone #: \_\_\_\_\_ Request Date: \_\_\_\_\_

Fee Paid \$: \_\_\_\_\_ Payment: \_\_\_\_\_ Check #: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
WLPOA Authorized Signature

Completion Date: \_\_\_\_\_