



## Resale Package Request Form

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

Resale packages take five to seven business days to complete. The charge for this package is \$275.00 to be paid when the order is submitted.

Seller's Name(s): \_\_\_\_\_

Ordered by (if different than seller): \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit#: \_\_\_\_\_

Paid: Check \_\_\_\_\_ Cash \_\_\_\_\_

Name and phone number of person to contact when package is ready:

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Please sign here when package is picked up: \_\_\_\_\_

**Important Reminders/Notes:**

Access to the Unit: Access to the unit within the next five business days is required to perform a resale inspection. In order to coordinate access, please read the following:

Check one: Is the unit:

Owner-occupied?: ( ) Please note that the inspection will be performed as the workload permits. No additional notice is given by management.

Tenant-occupied?: ( ) The owner/agent is responsible for notifying tenants of the inspection. No additional notice is given by management.

Vacant?: ( ) No further action is required for access.

**NOTE: Owner/Agent agrees to the above access and responsibility for notification. If access is not achieved due to incomplete keys or tenants refusing access, an additional labor charge (\$40.00) must be paid before the resale package will be released. \_\_\_\_\_ Initial**

Direct Debit Participants: DO NOT FORGET to cancel your direct debit in writing through the management office when you sell your unit. Direct debits are processed three banking days prior to the first of each month.

In-Unit Service Program Members: Maintenance work takes at least two weeks to complete. If settlement occurs before the work is completed, the cost of repairs will be estimated and collected in escrow. If work must be completed in a shorter time period, we suggest that you hire an outside contractor.

Storage Room Items: Upon sale of the unit, the seller's items must be removed from the storage room. Items left behind in the storage room will be discarded without notification.

**For Office Use:**

Paid:	\$
Check:	
Date:	

Condo Fee:	\$
Paid Thru:	
In-Unit Balance:	\$