



# CPE

Property Management Solutions

## Request Record for Resale Certificate

Pursuant to Section 47-270 of the Common Interest Ownership Act, please furnish a Resale Certificate for (add Association name):

<b>Unit Address:</b>		
<b>Buyer(s) Last Name:</b>		
<b>Buyer(s) First Name:</b>		
<b>Buyer(s) Cell Phone:</b>		
<b>Buyer(s) Email Address:</b>		
<b>Buyer's Attorney:</b>		
<b>Buyer's Attorney Phone:</b>		
<b>Seller(s) Last Name:</b>		
<b>Seller(s) First Name:</b>		
<b>Seller Seller's Attorney Name:</b>		
<b>Seller's Attorney Phone:</b>		
<b>Expected Closing Date:</b>		
<b>Preparation Fee: \$125.00</b> <input checked="" type="checkbox"/>	<b>Expedited Service: \$10.00</b> <input type="checkbox"/>	<b>Electronic Version: \$10.00</b> <input type="checkbox"/>
<b>Total Fee Enclosed: \$125.00 + \$_____ .00 = \$_____ .00</b>		

*\*Expedited Service: Resale Certificate will be prepared within three (3) business days after receipt of request record.*

Once completed, please provide the Resale Certificate and the Association's Governing Documents to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_ 2020

\_\_\_\_\_  
Printed Name of Unit Owner

\_\_\_\_\_  
Signature

This **completed request record along and a copy of the Purchase & Sale Agreement** can be emailed to; Doug@CPEPropertyManagement.com or mailed. Resale Certificates will be **provided no later than ten (10) business days after receipt of this written request, P&S Agreement and payment.** Please mail this original request record and a check payable to CPE Property Management Solutions to:

CPE Property Management Solutions  
P.O. Box 526  
Branford, CT 06405