

Century 21 Olympian

6060 Richmond Av

Suite 100

Houston, TX 77057

Email Request to: Jeffery@C21Olympian.com

HOA Resale Certificate Request

Property Address: _____

Date: _____ GF : _____

1. Who is the point of contact for request: _____
2. Contacts email address : _____
3. What type of request that best fits your needs below based on the time frame you are working within: (mark one)

	Type of Request	Resale	Transfer fee	Total Charge
<input type="checkbox"/>	5 day request	\$150.00	\$200.00	\$ 350.00
<input type="checkbox"/>	3 day request	\$200.00	\$225.00	\$ 425.00
<input type="checkbox"/>	24 hr request	\$250.00	\$250.00	\$ 500.00

4. Is the Buyer an : (mark one)

Owner occupant
 Owner absentee

5. Buyers/New Owners :

Name _____

Mailing Address _____

Home phone # _____ Alternate # _____

Email _____

Buyers Signature _____

6. Sellers/Current Owners :

Name _____

Mailing Address _____

Home phone # _____ Alternate # _____

Email _____

Sellers Signature _____

Be advised that the Resale Certificate fees are obligatory and should be paid prior to the closing. Transfer fees should be paid at the time of closing and through the closing process. The processing time for this documentation is estimated at approximately 72 hours, excluding weekends. Payment for the Resale Certificate can be made by check or by Zelle to 713-550-0096 . Checks should be made payable to Century 21 Olympian and delivered prior to completion of all requested documentation. This information is requisite to obtain the requested documentation.