

FOR REI OFFICE USE ONLY

Date received: _____	Received by: _____
Date routed to Assigned Accountant: _____	Date completed by Assigned Accountant: _____
Date routed to Property Manager: _____	Date completed by Property Manager: _____
Date routed to Collections Coordinator: _____	Date completed by Collections Coordinator: _____
Date routed to President: _____	Date completed by President: _____
Date routed back to Divya Bhagwani: _____	Date verified by Divya Bhagwani: _____
Date routed to Production Manager: _____	Date final package sent to client: _____
Updated Skyline, Excel & Outlook: _____	OK to Order Coupons & Send Intro Letter: _____

Resale Certificate Request – Information Required

Association Complex Name and Unit Number: _____
Street Address: _____
Seller's Name: _____

Seller's Attorney: _____
Attorney's Address: _____
Attorney's Phone #: _____ Fax #: _____

Buyer's Name & Email Address: _____
Buyer's Attorney & Email Address: _____
Attorney's Address: _____
Attorney's Phone #: _____ Fax #: _____

If the Buyer(s) will not be residing in the unit fulltime, please provide an alternate address:

Contract Sales Price: _____
Estimated Closing Date: _____

Delivery Options for Resale Certificate:

Please scan completed Resale Certificate to the following email addresses:

Mail original Resale Certificate to:

<u>Resale Certificate Fee:</u>		
Resale Certificate Preparation Fee – Check made payable to REI (Processed within 10 business days.)	\$125.00	Select <input type="checkbox"/>

***REI does not automatically provide Governing Documents (Bylaws/Declarations).
Please see below (additional options) if you need to purchase.***

ADDITIONAL OPTIONS:

<u>Governing Documents (Bylaws, Declarations) Fee:</u>		
1. Electronic/PDF Copy - Check made payable to REI	\$ 10.00	Select <input type="checkbox"/>
OR		
2. Hard Copy - Check made payable to the appropriate association (Fees quoted per State Statute.)	\$ 0.05/page	<input type="checkbox"/>

<u>Overnight Delivery Service fee:</u>		
You may provide a pre-paid label of your own if you prefer an overnight delivery of completed documents at no additional charge.		
While most prefer the completed resale certificate be forwarded electronically at no additional charge, we can also forward the completed resale certificate via FEDEX for an additional fee of \$70.00 , over and above the \$125.00 resale certificate preparation fee, if that is your method of preference. Check made payable to REI Property Management.		
		Select <input type="checkbox"/>

Total Fees Submitted: \$ _____

*** **PLEASE NOTE:** As per Connecticut State Law, we have ten business days to fulfill a resale certificate request once the appropriate written request and the related payments have been received.

Information

- Payment to be made by check, money order or cash. Checks made out improperly may delay the processing of your request.
- If you have any questions regarding the information enclosed in your completed Resale Certificate, please contact
- Divya Bhagwani by email at dbhagwani@rei-pm.net or at (203)744-8400 ext. 148.
- If you require further assistance with the fees that are required, please call (203)744-8400 or email receptionist@rei-pm.net.

REI Property & Asset Management
2A Ives Street
Danbury, CT 06810

Updated 7-16-18