

**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:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

### ADDITIONAL OPTIONS:

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

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

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

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