

# RESALE PACKET REQUEST

PLEASE PROVIDE THE FOLLOWING INFORMATION

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

Contact Name & Number: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

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

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

Buyer's Name: \_\_\_\_\_

Will Buyer be Occupying Unit? \_\_\_\_\_

If No, Provide Mailing Address: \_\_\_\_\_

Buyer's Telephone Number: \_\_\_\_\_

**Please send the first 4 pages of the Agreement of Sale along with your check.**

## RESALE PACKET & CERTIFICATE FEES

\_\_\_\_\_ \$200.00      Resale Packet – Includes the required Resale Certificate for the unit, financial reports, and a complete copy of the most current Association Documents.

\_\_\_\_\_ \$75.00      Resale Certificate Only. (By selecting this option I'm confirming that the Seller will provide the Buyer will full set of current Association Documents)

\_\_\_\_\_ \$15.00      Priority USPS Shipping Address: \_\_\_\_\_

\_\_\_\_\_ \$0.00      Will Pickup at B.C. Property Management

*Payment can be made in the form of a check payable to B. C. Property Management, cash, or via Venmo using @Racecarr605. The completed form and sales agreement information can be emailed, faxed, or delivered to our office.*

### For Office Use Only

Date Received: \_\_\_\_\_ Check# \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Packet Due Date: \_\_\_\_\_

Signature at Time of Pick-up: \_\_\_\_\_ Date: \_\_\_\_\_

B. C. PROPERTY MANAGEMENT, 350 S. MAIN STREET, SUITE 211, DOYLESTOWN, PA 18901  
PHONE: 215-345-9903 ~ FAX: 215-345-9904 ~ EMAIL: [julie@bcpropertymanagement.net](mailto:julie@bcpropertymanagement.net)