

**Condominium Resale Certificate Request**

CK code: \_\_\_\_\_ on File \_\_\_\_\_

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

Unit Number: \_\_\_\_\_ Garage Space (if none state "None"): \_\_\_\_\_

Name of Unit Occupant(s): \_\_\_\_\_

Occupants Phone Number: \_\_\_\_\_

I hereby request that Montebello Condominium Unit Owners Association issue a Resale Certificate for the above Unit.

I hereby authorize the Association to enter the Unit for the purpose of conducting the inspection in connection with issuing the Certificate.

Who can authorize entry for Inspection: \_\_\_\_\_  
List Phone Number

\_\_\_\_\_ By Hard copy (\$200) within 14 calendar days

\_\_\_\_\_ I hereby request \_\_\_\_\_ additional copies at \$25 additional per additional copy

\_\_\_\_\_ I hereby request expedited delivery (5 business days rather than 14 calendar days) at an additional cost of \$50

Contact person when documents are completed: \_\_\_\_\_

Contact person phone number: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- **If settlement does not occur within 45 days of the request, or if funds to pay the above fees are not collected at settlement and disbursed to the Association, the fees shall be assessed against the owner of the Unit. These amounts may be included in a memorandum of lien for unpaid assessments recorded in the land records.**
- **Resale packet does not have to be obtained again when the resale packet or certificate was provided a part of the auction package to potential buyers at auction.**
- **Purchaser may cancel a sales contract when he/she is notified the association resale packet or certificate will not be available.**
- **Resale certificate is deemed "not to be available" if a current annual report has not been filed by the Association with the Common Interest Community Board or with the State Corporation Commission.**

**Must be signed & hard copy  
returned to be valid**

\_\_\_\_\_  
Signature of Requester

<b>OFFICE USE ONLY:</b>	Called for Entry: _____ (date & time)
Covenants Review on File: _____	List Date of Review: _____
Condo Fee: \$ _____	PRC \$: _____ Next fee due date: _____