

## REQUEST FOR RESALE CERTIFICATE

DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ OFFICE \_\_\_\_\_

PHONE NUMBER: (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

ESTIMATED CLOSING DATE: \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SELLERS NAME: \_\_\_\_\_

REQUEST RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CERTIFICATE PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTEE NOTIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

METHOD: PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ LEFT MESSAGE DATE: \_\_\_\_\_

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## ACKNOWLEDGEMENT OF RECEIPT OF RESALE CERTIFICATE

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT SIGNATURE: \_\_\_\_\_

PAYMENT AT TIME OF PICK UP: YES \_\_\_\_\_ NO \_\_\_\_\_

RECEIVED RESALE CERTIFICATE PAYMENT CHECK FROM TITLE COMPANY: YES \_\_\_\_\_ NO \_\_\_\_\_