

To: _____ (the “Association”)

RE: _____ (the “Property”)

Date: ____/____/____

Pursuant to the Virginia Condominium Act, Section 55-79.39, et. Seq., of the Code of Virginia (the “Act”), the undersigned owners-sellers request that you finish the resale certificate required by the Act as directed herein within fourteen (14) days of receipt of this request.

DIRECTIONS FOR DELIVER OF THE RESALE CERTIFICATE

- Deliver by email (if professionally managed or if email deliver is available) to the following email address (es);**

To the seller or seller’s authorized agent at: _____

Additional e-mail copy (no additional charge) to: _____

- Hard copy(ies) (\$25 additional charge if requesting more then two (2)) to be picked up at Association offices; or mailed; or hand delivered; or sent overnight by third-party commercial delivery service to the following addressee(s) and address(es):**

- Please expedite preparation and deliver of the resale certificate within five (5) business days of the date of this request.**

Thank you for your prompt attention to this matter.

_____/_____/_____
Date Owner-Seller Date Owner-Seller

Closing Company:

Name: _____ **Phone #:** _____

Projected Closing Date: ____/____/____