



Impact Association Management  
9506 4<sup>th</sup> St. NE #201  
Lake Stevens, WA 98258

425-949-4554 Phone  
425-334-5645 Fax  
www.impacthoa.com

**Request Form for Resale Certificate**

Homeowner Name: \_\_\_\_\_

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

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

I, \_\_\_\_\_, (your name) request a Resale Certificate for my client’s unit. I understand there is an upfront fee of \$250.00, which must accompany this request in secured funds for processing. I also understand that Impact Association Management legally has 10 days (unless such date falls on a weekend or holiday when it would be ready the following business day) to process this request, once it has been received at the Management’s office. I am also aware that the certificate must be picked-up, per my instructions noted below.

- \$250.00 Base fee (standard information required by law)
- \$25.00 I would like the last six (6) months of meeting minutes and the last two (2) years of annual meeting minutes included (limited to the minutes Impact Property Management has on file) for an additional \$25.00. (Recommended for protection of buyer and seller)
- \$100.00 I am in a rush, and request a “rush” order on my resale certificate, I understand that there is an additional \$100.00 fee for this option and the certificate will be prepared within 3business days upon receiving payment.
- \$150.00 I am in need of this in the next 24hrs and understand that there is an additional \$150.00 fee for this option and the certificate will be prepared within 1 business day of receiving payment.

\$\_\_\_\_\_ Total amount of payment

**Delivery Instructions:**

Please contact \_\_\_\_\_ at \_\_\_\_\_ (phone or email) when the certificate is completed. I will need the resale certificate and supporting documentation (choose one):

- Printed out and ready for pickup (additional charges will apply)
- E-mailed to: \_\_\_\_\_

I understand all the above terms and conditions of this resale certificate request.

Requestor’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Relation to Seller/Buyer: \_\_\_\_\_

**\*Payments made in Certified Funds only- (Cashiers Check or Money Order)**

**Cash, Personal checks, and online payments are not accepted for this service\***

