

RESALE REQUEST INFORMATION

KLR Real Estate, Inc. • 107 Old Court Road • Pikesville, Maryland 21208
Phone: (410) 653-2500 • eFax: (443) 381-0770 • Email: info@KLRrealestate.com

***** PLEASE READ *****

The Resale Package will be completed within **ten (10) business days** from receipt of the Resale Package Request and Payment. **The Resale Package fee is \$200.** For an additional **expedite fee of \$50**, the package will be completed in 2-3 business days (*not including weekends and holidays*).

The Resale Package Fee can be paid online: <https://klrrealestate.com/property-management/> via **PayPal**. The Fee may also be paid by a bank official check or money order **payable to KLR Real Estate, Inc.** Personal and company checks are accepted—but may take up to 3 days longer to process.

The Resale Package includes the following:

1. Resale Certificate
2. Resale Inspection Check List
3. Current Insurance Certificate
4. Current Financial Information
 - a. Budget
 - b. Balance Sheet and Income/Expense Statement from most recent cash report.
5. Complete set of Association Documents (Declaration of Covenants, By-Laws, Amendments, other)

The Resale Package will be **emailed** to the person requesting the package.
The Resale Package cannot be picked up.

RESALE PACKAGE REQUEST FORM

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Community Association: _____

Seller: _____

Property Address: _____

Person Requesting Resale Package (*this is where the package will be emailed*):

Name: _____

Company: _____

Phone: _____

Email: _____

Title Company: _____

Contact: _____ Phone: _____

Listing Agent: _____

Company: _____

Phone: _____ Email: _____

Buyer(s): _____

Signature of Person Requesting Package

Date

Print Name