

RESALE PACKAGE REQUEST

KLR Real Estate, Inc. • 107 Old Court Road • Pikesville, Maryland 21208
Phone: (410) 653-2500 x101 • eFax: (443) 381-0770 • Email: info@KLRrealestate.com

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

The Resale Package will be completed within **fourteen (14) business days** from receipt of this Resale Package Request Form *and* Payment. **The Resale Package fee is \$250.00.** The package can be expedited and completed within three (3) business days (*not including weekends and holidays*) for an ***additional expedite fee of \$75.00.***

The Resale Package Fee may be paid online via **PayPal**:

<https://klrrealestate.com/property-management/>

The Fee may also be paid by check or money order **payable to KLR Real Estate, Inc.**
Resale Packages paid by check or money order may take three (3) additional days 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.



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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: _____

Listing Broker: _____

Phone: _____ Email: _____

Buyer(s): _____

Signature of Person Requesting Package

Date

Print Name