



RESALE CERTIFICATE ORDER FORM

PLEASE PRINT CLEARLY.

_____	_____
TITLE AGENT NAME	DATE
_____	_____
PHONE	EMAIL
_____	_____
COMPANY	GF #
_____	_____
SELLER NAME	BUYER NAME
_____	_____
PROPERTY ADDRESS (RESALE ADDRESS)	
_____	_____
CLOSING DATE	RUSH (WITHIN 3 BUSINESS DAYS - \$100 PER ASSOCIATION)

FOR MANAGEMENT ONLY.

_____	_____	THRU _____
VIOLATIONS	AMOUNT OWED (\$)	
_____	_____	_____
ASSESSMENTS (\$)	RESERVES (\$)	
RESALE/TRANSFER FEE PAID: _____		
RESALE CERTIFICATE PREPARED: _____		

RESALE CERTIFICATE PAYMENT OPTIONS:

1. The check must be made payable to **Community Association Management** and hand delivered or overnighted to 7700 West Hwy. 71, Suite 270, Austin, TX 78735.

OR

2. You may also submit payment through Venmo (@Melissa-Baker-246). Please make the following notation on the payment: **Resale/[Community Name]/[Property Address]/[Owner Name].**

*Note: There is NO CREDIT CARD OPTION for making payments. If you mail your payment to this address, the process time will be much longer.