



RESALE CERTIFICATE ORDER FORM

PLEASE PRINT CLEARLY.

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

FOR MANAGEMENT ONLY

VIOLATIONS	AMOUNT OWED (\$) THRU
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.