



## **RESALE CERTIFICATE REQUEST FORM**

PROPERTY ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

NEED BY: \_\_\_\_\_

### **RESALE PACKET INFORMATION:**

- STANDARD PROCESSING TIME/FEE: \$300 WITH A 3-5 BUSINESS DAY TURNAROUND
- RUSH PROCESSING TIME/FEE: ADDITIONAL \$75 FEE FOR 48-HOURS BUSINESS DAYS ONLY TURNAROUND
- PAYMENT METHODS ACCEPTED: CREDIT CARD, CHECK, OR CASHIER'S CHECK
- PAYMENT IS REQUIRED PRIOR TO THE RELEASE OF THE RESALE PACKET
- TO MAKE A PAYMENT BY CREDIT CARD, PLEASE CONTACT OUR OFFICE

**PLEASE NOTE THAT TURNAROUND TIMES BEGIN ONCE PAYMENT HAS BEEN RECEIVED,  
NOT WHEN THE REQUEST IS SUBMITTED.**