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## Resale Certificate Request

**Association/Unit Address:**

**Buyer's Information:**

**Name/s:**

**Mailing address:**

**Email address:**

**Phone numbers:**

**The person requesting Resale Certificate:**

**Closing date:**

**Will the residence be the primary mailing address (Y/N):**

**If not, new mailing address:**

**Mailing address (or email address) to send the resale certificate:**

**Signature:**

**Date requested:**

Return by mail to: **River Valley Property Management, PO Box 66, Windsor VT 05089**

Or Return by email to: [Peter@rivervalleypm.com](mailto:Peter@rivervalleypm.com)

**Disclosure** – it is the responsibility of the seller to assure that the Resale Certificate is available to the buyer within 10 days of the date requested. River Valley Property Management will create the Resale Certificate and send it to any authorized agent overseeing the transaction. All payments to River Valley Property Management for this service must be paid in full before the Resale Certificate will be released. Payment may be made by cash, check, money order (or credit card with a 2.95% additional fee).

**Resale Certificate Fee: \$75**