

## WPI Real Estate Services Resale Certificate Request

Date: \_\_\_\_\_

Property: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Person to Contact When Ready: \_\_\_\_\_

Telephone #/Email: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Cost** – Please Check Your Preference

- Standard – up to 10 business days turnaround - \$150.00
- Supporting Documents - \$100.00  
Supporting documents include CC&Rs, Bylaws, Rules & Regulations, Financial Information/  
Current Budget, Reserve Study (if available), Management Agreement  
and Meeting Minutes.
- Rush Option – 1-3 business days turnaround - \$120.00

**Total Due:** \$ \_\_\_\_\_

Checks are payable to WPI Real Estate

Payment Arrangements: \_\_\_\_\_

(Payment may be sent in advance or paid when picking up certificate –  
check or money order only)

Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Upon completion, fax to (206) 522-0725 or email to [info@wpirealestate.com](mailto:info@wpirealestate.com).

Any questions, contact (206) 522-8172

Our office is located at      9500 Roosevelt Way NE, Ste. 100  
Seattle, WA 98115