



### 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  
Includes resale certificate, governing documents, basic financials (including current budget), and Reserve Study (if available).
- Additional Documents - \$95.00 additional  
Available meeting minutes up to 2 years
- Rush Option – 1-3 business days turnaround - \$120.00 additional
- Resale Certificate Update - \$75.00 additional  
If the lender needs the information on the resale certificate to be updated

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

Please make checks 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 Request Received in Office: \_\_\_\_\_

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

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