



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), Reserve Study (if available), and meeting minutes (if available).
- Rush Option** – 1-3 business days turnaround - \$85.00 additional
- Resale Certificate Update** - \$75.00 additional
This option is only available for updates to resale certificates less than six (6) months old. If your current resale certificate is over six months old, a new one will need to be ordered.

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.

Any questions, contact (206) 522-8172

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

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