

**The Terrace Condominiums
RMI Resale Certificate Request**

Randall Management charges \$200.00 for resale certificates and the documents for the properties that we manage. There is a \$100.00 fee to update balances on resale certificates. After completing this form and providing payment for the documents, the resale certificate will be prepared within 5 business days. Payment must be in form of a check or money order made payable to Randall Management. Credit Card payments are also accepted by phone or in person (\$10 service fee applies).

ABSOLUTELY NO CASH WILL BE ACCEPTED.

Name of Association: _____

Complete Address of the home/unit requiring a resale certificate:

_____.

Name of Property Owner: _____

Check, Money Order, or Credit Card Approval #: _____

Request Date: ____/____/____

If you need your resale sooner than 5 business days, there will be a \$25.00 rush fee that will need to be paid in advance.

Requested Pick Up Date: ____/____/____

Person authorized to pick up the resale certificate: _____

Contact Number: () _____ (home)
() _____ (work)
() _____ (cell)

Resale can also be delivered via email. Please provide email address if you prefer to have resale emailed instead of having it picked up:

Email Address(s):

Signature of Property Owner/Agent for Owner: _____

Date: ____/____/____

OFFICE ONLY

RECEIVED BY: _____

ON ____/____/____ **AT** ____:____ **AM/PM**