

Resale Request Information

KLR Real Estate, Inc. • 19 Walker Avenue, Suite 300 • Baltimore, Maryland 21208
Phone: 410-653-2500 • Fax: 410-653-0094 • Email: info@KLRrealestate.com

KLR Real Estate, Inc. will complete the Resale Package **within 10 business days (not including weekends or holidays)** from receipt of this Resale Package Request Form and payment. The Resale Package fee is \$175, payable to **KLR Real Estate, Inc.** *Payment should be certified check or money order (personal and company checks are accepted—but may take 2-3 days longer to process).*

We can expedite the preparation of the Resale Package for an additional fee, please call for details.

The Resale Package includes the following:

1. Resale Certificate
2. Resale Inspection Check List
3. Current Insurance Certificate
4. Current Financial Information
 - a. Budget
 - b. Balance Sheet and Income/Expense Statement from most recent cash report.
5. Complete set of Association Documents (Declaration of Covenants, By-Laws, Amendments, other)

The Resale Package will be **mailed (via Certified USPS) or Emailed** to the person requesting the package. **The Resale Package cannot be picked up.**

Resale Package Request Form

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Association: _____
Seller: _____
Property Address: _____
Person Requesting Resale Package (<i>this is where the package will be sent</i>):
Name: _____
Address: _____
Phone(s): _____
Email: _____
<input checked="" type="checkbox"/> Check only one: Send via <input type="checkbox"/> Certified Mail or <input type="checkbox"/> Email

Title Company: _____

Phone: _____ Fax: _____

Listing Agent: _____ **Company:** _____

Phone: _____ Email: _____

Selling Agent: _____ **Company:** _____

Phone: _____ Email: _____

Buyer: _____

Buyer's Mortgage Company: _____

Signature of Person Requesting Package

Date

Print Name