

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 cash, certified check, or money order (personal and company checks are accepted—but may take 2-3 days longer to process).*

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 USPS) to the person requesting the package, unless another mailing address is provided.

Resale Package Request Form

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Association: _____

Seller: _____

Property Address: _____

Person Requesting Resale Package (*this is where the package will be mailed*):

Name: _____

Address: _____

Phone(s): _____

Settlement Date: _____

Title Company: _____

Phone: _____ Fax: _____

Listing Agent: _____ **Company:** _____

Phone: _____ Email: _____

Selling Agent: _____ **Company:** _____

Phone: _____ Email: _____

Buyer: _____

Buyer's Mortgage Company: _____

Address: _____

Phone(s): _____

Signature of Person Requesting Package

Date