



# Hoffmann & Associates

7926 Old Seward Highway, Suite B4 Anchorage, AK 99518  
907-562-3200 Phone 907-562-8221 Fax

## Resale Certificate Request

Resale Certificate fee of \$200 is due at the time of the request. Certificate will be prepared within **10 (ten) days** after the request received and fee paid. Fee must be collected in advance and cannot be paid from closing. The individual requesting the certificate will be notified by phone for pickup. If you need the certificate within 24-hours, we can prepare it for a "rush" fee of \$250.00.

**Payment: We accept cashier checks and money orders. NO CASH or PERSONAL CHECKS.**

**Make your check payable to: Hoffmann & Associates. \*\*\*\* NSF or Returned check fee - \$50.00 & can include any collection costs on top of this fee\*\*\*\* NO REFUNDS ONCE PAID, processed, etc.**

**\*\*\* NO RUSH ORDERS for any owner who is delinquent and/or has been sent to the attorney's office for collection. This also can include but not limited to if association manager is out sick, in class, personal day off, etc. then the manager can not guarantee a rush request and would follow normal time for a resale certificate.**

Please PRINT the following information

Association: \_\_\_\_\_ Manager: \_\_\_\_\_

Unit address: \_\_\_\_\_  
Street Name, Unit #, City

Sellers' name: \_\_\_\_\_

Rush: YES or NO

Requested by: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Request received by: _____	Date: _____
Amount received: \$ _____	Check #: _____ Date: _____
Logged-in by: _____	Date: _____
Seller Notified by: _____	Date: _____
Updated 9/01/10 Path: W Drive/Home/Common/Mgmt Services/assn master info	