



## RESALE PACKAGE REQUEST FORM

The information below is required for a Certificate of Resale. This completed form; along with a check for \$200 (non-rush 10 days) or \$250 (rush 2-3 business days) made Payable to Potomac Management Group must be received by Potomac Management Group before a request can be processed. Please note that requests for Certificates of Resale cannot be processed until this completed form and payment of \$200 (non-rush) or \$250 (rush) has been received Potomac Management Group

### Required Information:

1. Date Package Requested: \_\_\_\_\_
2. Association/Community Name: \_\_\_\_\_
3. Requesting Party's Name(s): \_\_\_\_\_
4. Requesting Party's Phone Number: \_\_\_\_\_
5. Property Address: \_\_\_\_\_  
Unit # \_\_\_\_\_ Parking# \_\_\_\_\_ Storage # \_\_\_\_\_
6. Seller's Name: \_\_\_\_\_
7. Please Circle One:            Requester is: Owner / Agent

**PLEASE NOTE THAT OUR BUSINESS HOURS ARE MONDAY THROUGH SATURDAY FROM 9:00 AM TO 5:00 PM.**

Please specify how you would like to receive the Resale Package. Please choose one option:

Mail To: \_\_\_\_\_

Email To: \_\_\_\_\_

Contact Persons Name and Phone Number for Pick Up: \_\_\_\_\_

Signature of Seller(s) or Agent for Seller(s): \_\_\_\_\_

Date: \_\_\_\_\_



<i>FOR OFFICE USE ONLY</i>		
Paid \$200 (Regular)		Paid \$250 (Rush)
<b>Payment Method:</b> Check	Cash	Money Order