

# Community First Management

3061 Brickhouse Court, Suite 109

Virginia Beach, VA 23452

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## RESALE DISCLOSURE CERTIFICATE AND PACKAGE REQUEST

<b>COMMUNITY NAME:</b>		Date of Request:
Property Address:		Closing Date:
<b>SELLER</b>		Office / Fax / Mobile
Seller/s Name:		Phone:
Address:		
City / State / Zip:		
<b>LISTING AGENT</b>		Office / Fax / Mobile
Agent's Name:		Phone:
Company/Agency:	<b>Email:</b>	
<b>PURCHASER</b>		Office / Fax / Mobile
Purchaser Name/s		Phone:
Address:		
City / State / Zip:	<b>*If this is for a co-op, purchaser may be required to provide current credit report.*</b>	
<b>PURCHASER AGENT</b>		Office / Fax / Mobile
Agent's Name:		Phone:
Company/Agency:	<b>Email:</b>	
<b>SETTLEMENT CO. (Must be completed prior to closing)</b>		Office / Fax / Mobile
Contact Name:		Phone:
Company Name:		

Authorization: Requestor hereby authorizes the preparation of a Resale Disclosure Certificate. ***Effective July 1, 2023, the fees for the Certificate are due at the time the request is made.*** In the event settlement does not occur, the cost associated in the preparation of this certificate will be assessed against the sellers as long as the Certificate is completed. Seller's Agent hereby attests they will collect all fees before closing:

Signature: \_\_\_\_\_

**FOR CFM USE ONLY:**

Property Inspected on: \_\_\_\_\_

Certificate Completed: \_\_\_\_\_

Notified Requestor: \_\_\_\_\_

Person picking up Certificate: \_\_\_\_\_

(Date)

**COSTS (Please Circle)**

<b>\$395.00</b>	Hard Copy	<b>Sale Disclosure Certificate</b>
<b>\$295.00</b>	Electronic Copy	
<b>\$50.00</b>		<b>RUSH FEE (if Requested)</b>
		<b>TOTAL</b>

Checks or Money Orders to be made payable to  
**Community First Management.**

**NEW PROPERTY SET UP**

\_\_\_\_\_ HUD-1 Settlement Form Received

\_\_\_\_\_ Owner Information Sheet Sent

\_\_\_\_\_ Coupons / ACH Forms Mailed.

\_\_\_\_\_ Welcome Letter (If applicable)