



AROUND THE CLOCK, INC. CRMC[®]

a certified residential management company

716 West Meeker St., Suite 101, Kent, WA 98032 Office: 253-852-3000 Fax: 253-852-1417

Website: www.aroundtheclockinc.com E-mail: info@aroundtheclockinc.com

REQUEST FOR CONDOMINIUM RESALE CERTIFICATE

I request that Around the Clock, Inc. CRMC[®], managing agent for the condominium owner's association named below, provide the Resale Certificate and Exhibits required by law to sell my unit. I acknowledge that the Association, or its agent, is permitted ten (10) days from **receipt of written request AND payment** in which to provide the Certificate (RCW 64.34.425(2)), unless expedited fee is paid.

I understand that production will not begin until Around the Clock, Inc. CRMC[®] has received **written request and payment**. I also understand that the Certificate will only be released pursuant to the instructions detailed below and that I, as owner, must sign the Certificate below before it is passed on.

Description of Unit (PLEASE TYPE OR PRINT)

Condominium Name: _____

Street Address: _____

City, State: _____ Unit #: _____

This request is made by (unit owner only):

Unit Owner's Printed Name

(W) _____ (H) _____
Telephone Numbers

Unit Owner's Signature

Date: _____

Payment Options:

- Enclosed is a check for \$200.00 (\$225.00 to include S&H if completed Resale Certificate to be mailed) made payable to Around the Clock, Inc. CRMC[®] for preparing the Resale Certificate and Exhibits. I understand that there is a fee of \$200.00 for each additional Resale Certificate. **I further understand that the Resale Certificate will be completed within 10 business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC[®]** I further understand that this Resale Certificate will be good for 45 days from completion date.
- Because time is of the essence in this matter, I require an expedited preparation of the Certificate at a fee of \$285.00 (\$310.00 to include S&H if completed Resale Certificate to be mailed). **The certificate will be completed within 72 hours of receipts of the full payment and this written request form at Around the Clock, Inc. CRMC[®].**
- We are in need of the minutes from the past **12 months** and have added an additional \$50.00 to the Resale Certificate Fee.
- We are in need of the minutes from the past **2 years** and have added an additional \$60.00 to the Resale Certificate Fee.

Delivery Instructions (check one): Remember – the seller must sign off on the certificate.

I will pick up the Resale Certificate. Please contact me once it is available.

The Certificate will ONLY be released to those you authorize; please list all authorized receivers and their telephone numbers on a separate page if necessary.

Please mail the Resale Certificate to the following address:

This request is made of:

Around the Clock, Inc. CRMC®
716 West Meeker St., Suite 101
Kent, WA 98032

253-852-3000 Phone
253-852-1417 Fax
www.aroundtheclockinc.com

For Office Use Only: Date Signed Request Received: _____
Date Payment Received: _____ Check #: _____ Amount: \$ _____
Acct #: _____ Prepared by: _____ Date Completed: _____

SIGNATURE OF PERSON ACCEPTING COMPLETED CERTIFICATE:

Received by (signature upon receipt): _____ Date: _____

SIGNATURE OF AROUND THE CLOCK, INC. CRMC® EMPLOYEE RELEASING COMPLETED RESALE CERTIFICATE:

Released / Mailed / Faxed (circle one) by: _____ Date: _____

(Please return this sheet to the Certificate preparer – see "Office Use")