

# RESALE REQUEST INFORMATION

KLR Real Estate, Inc. • 107 Old Court Road • Pikesville, Maryland 21208  
Phone: (410) 653-2500 • Fax: (410) 505-1350 • Email: info@KLRrealestate.com

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**\*\*\* PLEASE READ \*\*\***

The Resale Package will be completed within **ten (10) business days** from receipt of the Resale Package Request and Payment. **The Resale Package fee is \$200.** For an additional **expedite fee of \$50**, the package will be completed in 2-3 business days. *NOTE: business days do not include weekends and holidays.*

The Resale Package Fee can be paid online at [www.klrrealestate.com](http://www.klrrealestate.com) (on Property Management page). The Fee can also be paid by a bank Official Check or Money Order **payable to KLR Real Estate, Inc.** Personal and company checks are accepted—but may take 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 **emailed** to the person requesting the package.  
**The Resale Package cannot be picked up.**

# RESALE PACKAGE REQUEST FORM

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Community Association: \_\_\_\_\_

Seller: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Title Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Buyer(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Requesting Package

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name