



## **CONDOMINIUM RESALE CERTIFICATE ORDER FORM**

**Condominium Resale Certificate:** A Condominium Resale Certificate contains information about a Condominium Community that is required to be disclosed to the Buyer by the Seller at the time of contract. Morris Management's fee to prepare the certificate on the Association's behalf is \$275 (payable only by cash or check made out to Morris Management, Inc.) and is due when the Certificate is picked up. You will be contacted when the documents are available for pickup at the office of Morris Management, Inc. (see address below).

**Single Family HOA (not valid for condominiums, either attached or detached):**

Disclosure documents that meet the requirements for Section 9, NWMLS Form 22D (revised 1/11) are available for a fee of \$100 (payable only by cash or check made out to Morris Management, Inc.) which is due when the Documents are picked up. You will be contacted when the documents are available for pickup at the office of Morris Management, Inc. (see address below).

Date Ordered: \_\_\_\_\_ Form you would like your documents (below):  
 Date Needed: \_\_\_\_\_ Paper    USB Drive (thumb drive/flash drive)  
 Name of Community: \_\_\_\_\_  
 Seller(s) Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Seller(s) Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Seller(s) Agent Name: \_\_\_\_\_  
 Seller(s) Agent Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

I would like to pick up the resale documents in:

- Bellevue                      325 118<sup>th</sup> Ave. SE, Suite 204, Bellevue, WA 98005
- DuPont                        1000 Station Dr., Suite 130, DuPont, WA 98327

You will be notified when the documents are ready to be picked up (generally 3 – 10 days).

When the Resale Certificate is complete and ready for pickup, who should we contact?

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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I would like the resale documents mailed to:

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Payment must be received prior to mailing. Please add a \$10 shipping cost to the appropriate fee (\$275 or \$100) and send your check now to help eliminate any delays in mailing.

**MORRIS MANAGEMENT, INC., AAMC**

325 – 118<sup>th</sup> Avenue SE, Suite 204 • Bellevue, WA 98005 • 425-283-5858 (office) • 425-283-5859 (fax)