

**RESALE CERTIFICATE PACKAGE REQUEST FORM**

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

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

Name of Requestor: \_\_\_\_\_

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

Current Owner(s): \_\_\_\_\_

Legal Name of Buyers: \_\_\_\_\_

Anticipated Date of Closing: \_\_\_\_\_

Closing Attorney Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Who will pick up the package? \_\_\_\_\_

Telephone: \_\_\_\_\_

Mail package to: \_\_\_\_\_

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

\_\_\_\_\_

Mailed by: \_\_\_\_\_

**PLEASE MAIL/BRING PAYMENT TO: (WE DO NOT ACCEPT CASH OR CREDIT CARD PAYMENTS)**

MULBERRY PLACE HOMEOWNERS ASSOCIATION  
3735 MULBERRY LANE  
WILLIAMSBURG, VA 23188

*Note: We will not initiate your request of a resale packet until both the written request and the payment (\$100) is received. In accordance with Virginia law, we will deliver your package within fourteen days. If you require the package sooner, there will be an additional rush charge of \$25. We will accept this form as your written request and agreement to terms of payment. **No refund 24 hours after payment is received.***

**Terms of Payment: A charge of \$50, including all court costs and attorney's fees shall be charged for all payments which are uncollectible or are returned from your bank for any reason. Submission of this form represents your agreement to these terms.**

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**RECEIPT OF RESALE PACKAGE**

I certify that I have received a Certificate of Resale Package for the property address noted above:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Amount Paid \$ \_\_\_\_\_

Check # \_\_\_\_\_