



Banyan Property Management, Inc.
2328 S. Congress Ave. Suite 1-C
West Palm Beach, FL 33406

www.BANYANPROPERTY.com

(561) 649-8585 Fax (561) 649-0188

Request for Resale Package/Questionnaires

DATE: _____ SETTLEMENT DATE: _____

THE FOLLOWING INFORMATION IS REQUIRED FOR OUR OFFICE TO PROCESS A RESALE PACKAGE, which includes: the Estoppel Certificate; complete set of Association Documents (including the Declaration, Bylaws, Articles of Incorporation and any subsequent recorded Amendments); Association Rules and Regulations; and pertinent Association Forms.

NOTE: FORM MUST BE FILLED OUT IN ITS ENTIRETY BEFORE PROCESSING WILL BEGIN
Please note if the account is in collection with an Attorney or the current owner is not listed, the estoppel may take additional time and also could incur additional fees in order to be processed.

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppel Certificate will be invalid if payment is not honored.

Unit

Street Address: _____

Association Name: _____

Seller's Full Name: _____

Buyer

Buyer's Full Name: _____

Co-Buyer's Full Name: _____

Buyer's Address: _____

Buyer's Phone: _____ Fax: _____ E:mail _____

Delivery Information

Requested By: _____ Phone: _____

Document Delivery:

Type of Address: Business Residence

Name: _____

Business name (if applicable); _____ Phone: _____

Street Address (P.O. Boxes not accepted): _____

City: _____ State: _____ Zip: _____

Electronic Delivery;

In addition to its inclusion in the bound document set, the Estoppel Certificate can be delivered electronically by fax and/or e-mail upon completion at no extra charge. If this service is desired, please provide;

Attention: _____ Fax: _____

E-Mail: _____



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Processing

Note: When processing is complete, the Estoppel Certificate will be faxed to you and the complete "Important Documents package" will be sent by the shipping method you select.

Service Requested::

- Standard Processing (15 Days) - \$200.00 plus shipping.....
- Rush Processing (3 Business Days) - \$250.00 plus shipping.....
- Overnight Processing (1 Business Day) - \$300.00 plus shipping.....
- Standard Refinance (15 Business Days) - \$150.00.....
- Rush Refinance (1 Business Day) - \$200.00.....
- Questionnaires (2 Business Days) - \$150.00

Shipping Method (You must select a shipping method, unless you are ordering a refinance package)

- Standard Shipping – (5 Business Days)..\$15.00.....
- Rush Shipping – (3 Business Days after processing).. \$25.00.....
- Overnight Shipping –(Next Business Day).. \$45.00.....
- Pick up from Banyan Property Management (No Charge)......00

Account Administration Fee - \$100.00..... \$100.00

Total Due:.....

PLEASE MAIL A COPY OF THE BUYER'S HUD STATEMENT, WARRANTY DEED AND CLOSING CHECK TO ENSURE TIMELY AND

Payment Information

Note: Acceptable Forms of Payment

- Check Enclosed..... Check #.....
- Money Order Enclosed.....Money Order #.....

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppel Certificate will be invalid if payment is not honored.

NO PERSONAL CHECKS ACCEPTED