

Villa Belmont Condominiums Villabelmont.com

60 Welsh Tract Road #2B, Newark, DE 19713 Voice: 302 368 1633 Fax: 302 368 7265 Email: vbcacommunications@comcast.net

RESALE CERTIFICATION PACKET REQUEST FORM

The Present Unit Owner must submit the following written Resale Certification Packet Request to VBCA Management. The Request may only be made by the Present Unit Owner.

I, _____, present owner of unit # _____,
(please print legibly)

am requesting that VBCA Management complete a Resale Certification Packet. Contact me at telephone

_____, when the packet is ready for pick up from the VBCA Management Office. I am aware that if I choose to designate someone to pick up the packet for me, I must contact VBCA Management to inform them and supply them with the designee's name.

I understand that VBCA Management shall furnish a RCP, in paper form, as soon as possible, but only guarantees that it will furnish the RCP within ten (10) days, from the date this written request is received by the Management Office, I understand that I am obligated to pay a \$75.00 RCP Processing Fee whether I decide to move forward with the sale of my unit or not, I understand that the RCP Processing Fee will be imposed to the unit account and is due for payment within thirty (30) days of today's date, and I understand that an 18% Finance Fee will be imposed to the unit account thirty-one (31) days from today's date if the RCP Processing Fee is not paid in full and an 18% Finance Fee will be imposed every thirty (30) days thereafter until the RCP Processing Fee and all Finance Fees are paid in full.

Owner's Signature

Date

To be completed by VBCA Management

Date Request received _____

___ Payment was received at time of request by Cash ___ Money Order ___ Certified Check ___ Check ___

Receipt # _____

___ Payment was not received at time of request, Unit Owner elects to defer payment and have the unit account charged.