



## RESALE CERTIFICATE REQUEST FORM

BY FILLING OUT AND SUBMITTING THIS FORM, YOU ACKNOWLEDGE  
THAT YOU ARE LIABLE FOR PAYMENT OF ALL PROCESSING FEES

(Complete sections I & II below and mail back to Management Co. with check for processing)

### Section I: Title Company Information

Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Rush fee applicable if needed within 3-5 business days  
  
Title Co: \_\_\_\_\_ Person Placing Order: \_\_\_\_\_  
  
Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II: Property Information

Association Name: \_\_\_\_\_  
  
Property Address: \_\_\_\_\_ Check box if this is a refinance   
  
Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

### Location Where Completed Certificate is to be Sent

We will email the certificate and associated documents unless we receive a specific request  
to send via U.S. Mail service

Email Address: \_\_\_\_\_  
  
Mailing Address: \_\_\_\_\_

### Section IV: Processing Fees

Resale Certificate Fee: \$150.00  
Rush Fee: \$0.00 Applicable if needed within 3-5 business days (Rush Fee \$65.00)  
Add \$65.00 if needed within 3-5 business days or order will be  
processed within 7-10 business day without the rush fee.  
Resale Certificate Fee & Rush Fee (if applicable) are due whether transfer of ownership occurs or not

### Section V: Total Amount Due

\$150.00 Check made payable to: Beacon Residential Mgmt. LLC.  
WRITE ONE CHECK MADE PAYABLE TO BEACON MGMT.

**RETURN THIS STATEMENT TO BEACON MANAGEMENT WITH CHECK FOR ABOVE AMOUNT**

Mail to: Beacon Mgmt, P.O. Box 3732, Houston, TX 77253, Phone: 713-466-1204