**WPOA Resale Certificate Request**

**Address of Subject Property and Bell CAD ID:**

**Current Owner’s Name:**

**Where to Send Certificate:**

**GF#:**

**Name of Closing Agent or Broker:**

**Address:**

**Telephone:**

**Email:**

**Closing date:**

**Authorization:** Seller authorizes Woodlake POA to release and provide the Subdivision Information and any updated resale certificate if requested by the Buyer, the Title Company, or any broker to this sale. If Buyer does not require the Subdivision Information or an updated resale certificate, and the Title Company requires information from the Association (such as the status of dues, special assessments, violations of covenants and restrictions, and a waiver of any right of first refusal), (X next to selection)

Buyer Seller shall pay the Title Company the cost of obtaining the information prior to the Title Company ordering the information.

Is this a request for a Resale Certificate (place an X next to selection): Yes No

*If yes, then this request must include an executed copy of TREC 36-9 prior to processing by the Association.*

**All buyer information is Required to process request**

**Name of Buyer:**

**Buyer’s address (where buyer receives mail):**

**Phone:**

**Email:**

 Cost for resale Certificate is $275.00 to be provided in less than 5 business days from date of this completed and returned form and TREC 36-9 form via email.

 Cost for next business day delivery is $325.00 if ordered prior to 4PM with all information completed on form and TREC 36-9 and returned via email.

*Woodlake POA accepts check payable to the Woodlake POA PO Box 1904 Belton, Texas 76513 within seven (7) calendar days from closing date and disbursement.*

Point of contact name and email: (current homeowner’s information here)