



**Request for Association/HOA
Resale Certificate/Certificate of Assessment**

Please read the descriptions below carefully before ordering. No refunds will be made after the documents are delivered. To request an Association Management Certificate of Assessment, please complete the entire form and email it to hoa@advantagegoldrealty.com.

A non-refundable fee of **\$200.00** is required upfront for all requests. Payments can be made via cash, check, money order, or PayPal at the time of the request. Make checks payable to Advantage Gold Realty and mail them to 1512 Gum Branch Road, Jacksonville, NC 28540. All requests will be processed within five business days of receipt. Requests received after 5:00 PM will be stamped as received on the next business day. The information in the Disclosure Packet/Resale Certificate/Certificate of Assessment is **valid for thirty (30) days from the delivery date**. Requests will not be processed without an anticipated closing date and payment.

PROPERTY INFORMATION

Community Association Name	Property Address
<input type="text"/>	<input type="text"/>
Legal Owner Name(s)	Owners Email Address
<input type="text"/>	<input type="text"/>
Owners Mailing Street Address	Owners Mailing City, State, Zip
<input type="text"/>	<input type="text"/>

CLOSING INFORMATION

Closing Attorney	Closing Attorney Email
<input type="text"/>	<input type="text"/>
Anticipated Closing Date	Buyer's Name
<input type="text"/>	<input type="text"/>
Realtors Name	Realtors Email Address
<input type="text"/>	<input type="text"/>

RESALE/CERTIFICATE OF ASSESSMENT (COA)

- \$200.00 Certificate of Assessment
- \$200.00 Lender Questionnaire

RUSH REQUEST

- \$100.00 Same day Processing Fee
- \$ 75.00 Next Day Processing Fee

When requesting a rush on a Resale/Certificate of Assessment or a Lender Questionnaire, a rush fee will be charged for each request. Please note that our office may not be able to accommodate all rush requests, which will be processed on a first-come, first-served basis. Additionally, please allow an extra three business days for the delivery of custom forms and lender questionnaires.

DOCUMENTS

- \$175.00 Governing Docs Package (CC&Rs, Bylaws, & Articles)
- \$ 50.00 Bylaws
- \$100.00 CC&R's
- \$ 25.00 Articles of Incorporation

All Association Governing Documents are available for free download on the Association website. If you require a printed version, please select the documents you need below and pay the applicable fee. All requested printed documents will be mailed within five business days.

REQUESTED BY

Name of Person Requesting Information	Date Requested
<input type="text"/>	<input type="text"/>

FOR ADVANTAGE GOLD REALTY USE ONLY

Date and Time Received	Date and Time Processed
<input type="text"/>	<input type="text"/>