Property Information Sheet

Update January 2024

Our process requires information from you to quickly generate a resale certificate for closing. The information we need is listed below along with the turnaround time, the transfer fee amount and a list of documents that come with the Resale Certificate.

**Information needed to start work on a Resale Certificate**

* Confirm property street address
* Please provide the title company contact names, phone numbers and email addresses
* Also provide the email address to which the documents are to be sent if different from the contacts
* Provide a target date for delivery of the resale certificate and for the closing date
* Provide name, phone number and email address of the buyer so we can add it to our directory, this information is required by the HOA by-laws
* The Administrative Transfer fee is $190 payable at closing
* Our By-laws require we get the buyers names, email addresses and phone numbers to use for official communication between the HOA and the owner. Please provide prior to closing if possible or immediately after closing if not.

**Turnaround time is usually 3-5 business days from receiving the information sheet**

* The HOA is run by volunteers, not a management company. We all have personal lives which includes travel, so we give ourselves a reasonable amount of time to do the work.
* The good news is that the HOA has an excellent track record of providing the resale requests in 3-5 business days after receiving the information sheet
* Expediting: There is an additional fee for expediting a resale certificate inside of 3-5 business days. Typically, the fee is $75. In some really urgent cases we may charge up to $50/day. All expediting is done at the desecration of the HOA because there may not be an officer available to do the work.
* We will respond with a cost for the expedite cost and a provide the total amount payable at closing

**What we will do after we get the information sheet**

* Follow up with questions and confirm our delivery date
* Provide the title company direct contact information for the officer handling the resale certificate.
* Provide a URL from the RLVHOA.org website to download publicly available documents that go with a resale certificate
* We will provide a completed resale certificate form and private documents by email

Please address any questions to the contact provided. Additional information available at [rlvhoa.org](https://www.rlvhoa.org/request-resale-certificate) or at [contact.rlvhoa@gmail.com](mailto:contact.rlvhoa@gmail.com)