

REQUEST FOR CERTIFICATE OF RESALE – H.O.A.

The charge is \$100.00. Check has to be made payable to:

BERKSHIRE GREENS, INC.
10 VILLAGE CENTER DRIVE
READING, PA 19607

Date of request: _____ Date for pickup: _____

Address of property: _____

Townhouse _____

Single _____

Title Company: _____

Telephone: _____

Date of settlement: _____

Realtor Info: _____

Address: _____

Name of Seller: _____

Name of Buyer: _____

Person making request: _____ Phone: _____

Verification with the H.O.A. of Deerfield: Date: _____

Fees paid thru: _____ Initials: _____

Notes: _____

- | | Date: | Initials: |
|--|-------|-----------|
| <input type="checkbox"/> Receipt of check from Title Company | _____ | _____ |
| <input type="checkbox"/> Cancel Autopay, if applicable | _____ | _____ |
| <input type="checkbox"/> Send Welcome letter | _____ | _____ |
| <input type="checkbox"/> Update Access files | _____ | _____ |
| <input type="checkbox"/> Update Timberline | _____ | _____ |
| <input type="checkbox"/> Update mailing Labels | _____ | _____ |