

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

**There is a \$100.00 fee. Check has to be made payable to:**

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

Date of request: \_\_\_\_\_

Please allow up to 5 business days for processing

Property Address: \_\_\_\_\_

Townhouse \_\_\_\_\_

Single \_\_\_\_\_

Title Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Settlement: \_\_\_\_\_

Realtor Info: \_\_\_\_\_

Name of Seller: \_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Person making request: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Verification with the H.O.A. of Deerfield: Date: \_\_\_\_\_

Fees paid thru: \_\_\_\_\_ Initials: \_\_\_\_\_

Notes: \_\_\_\_\_

Office use only

- Receipt of check from Title Company
- Cancel Recurring, if applicable
- Send Welcome letter
- Update Access files
- Update Timberline
- Update mailing Labels

Date:

Initials:

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