

**REQUEST & CHECKLIST FOR**  
**CERTIFICATE OF RESALE**  
**FLYING HILLS TRUST**

Fee for Certificate of Resale is \$100.00 payable by credit card or check  
to Berkshire Greens, Inc.

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

**Please allow up to 5 business days for processing**

**Address of property:** \_\_\_\_\_

**Townhouse**

**Condo**

**Golf Cottage**

**Single**

**Stacked townhouse**

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

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

**Date of settlement:** \_\_\_\_\_

**Realtor info:** \_\_\_\_\_

**Will the new owner occupy the unit**    \_\_\_ **Yes**    \_\_\_ **No**

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

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

**Mailing address for Buyer if different from property:** \_\_\_\_\_

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

**OFFICE USE ONLY:**

**Verification with Flying Hills Trust: Date:** \_\_\_\_\_

**Fees are paid thru:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

**Notes:**

	<b>Date:</b>	<b>Initials:</b>
<input type="checkbox"/> <b>Receipt of check from Title Company</b>	_____	_____
<input type="checkbox"/> <b>Cancel Recurring, if applicable</b>	_____	_____
<input type="checkbox"/> <b>Send Welcome Letter</b>	_____	_____
<input type="checkbox"/> <b>Update Access Files</b>	_____	_____
<input type="checkbox"/> <b>Update Timberline</b>	_____	_____
<input type="checkbox"/> <b>Update Mailing Labels</b>	_____	_____