

MEMORANDUM

TO: Condominium Unit Owners
FROM: Property Managers and Denver Turner, Property Administrative Manager
SUBJECT: **SELLER'S REQUIREMENTS TO FURNISH DISCLOSURE INFORMATION**

The District of Columbia Condominium Act states certain requirements for disclosure "in the event of any resale of a condominium unit by a unit owner other than the declarant". This obligates you, as the seller of a unit, to provide this information to the purchaser prior to the execution of a contract of sale.

Attached to and made part of this memo is a request for a Certificate of Resale form. You must complete this form and send it to us before we can start processing your request. The fee for the Certificate of Resale is \$300.00 and is due before the document can be released. You can make your payment either by check (payable to Community Systems, Inc.) or by credit card (for which we will send you an invoice with a payment link).

Please email your request to denver@communitysystemsinc.com or mail it or drop it off at 4102 Brandywine Street, NW, Washington DC 20016

You will receive the Certificate of Resale **WITHIN TEN BUSINESS DAYS**. WE REALIZE MOST PEOPLE NEED THEIR CERTIFICATES OF RESALE YESTERDAY - WE SOMETIMES CAN FURNISH THEM SOONER - WE WILL DO OUR BEST - WE CANNOT GUARANTEE ANYTHING - AND NO MATTER HOW YOU ASK US WHEN IT WILL BE READY (NICE OR NASTY), THE ANSWER TO YOUR QUESTION WILL BE "WITHIN TEN BUSINESS DAYS".

Please be aware that the Certificate of Resale will include the Public Offering Statement, Declaration, and Bylaws, whichever is applicable to your Association.

If you place the responsibility of selling your unit with a real estate firm, please provide your real estate agent with a copy of this memorandum. Please be sure that your real estate agent is familiar with any rules your Association may have in force with respect to the sale of units (i.e. sign restrictions, etc.).

Please note that if you are having your condominium fees automatically withdrawn by your Association each month, you must notify our office as to when you wish to have this service stopped. Please contact laura@communitysystemsinc.com and let her know.

If you have any questions, please feel free to contact our office.



4102 Brandywine Street, NW | Washington, DC 20016-4617
202.244.8000 | 202.244.7101 fax

REQUEST FOR CERTIFICATE OF RESALE

The information below is required for a Certificate of Resale. This completed form must be received by Community Systems, Inc. before a request can be processed. **Please note that a completed Certificate of Resale cannot be released until payment of \$300.00 is received.** You can make your payment either by check (payable to Community Systems, Inc.) or by credit card (for which we will send you an invoice with a payment link).

Required Information

1. ASSOCIATION _____ UNIT # _____ PARKING # _____
2. SELLER(S) NAME(S) _____
3. SELLER(S) ADDRESS (forwarding address if available)

4. SELLER(S) PHONE # _____ email _____
5. LISTING AGENT _____ phone _____

Optional Information to be Furnished if Available:

6. PURCHASER(S) NAME(S) _____
7. PURCHASER(S) CURRENT ADDRESS _____

8. PURCHASER'S PHONE _____ email _____
9. SELLING AGENT _____ phone _____
10. ANTICIPATED SETTLEMENT DATE _____
11. SETTLEMENT COMPANY _____ phone _____
12. MORTGAGE COMPANY _____ phone _____
13. ATTACHED IS A COPY OF THE SALES CONTRACT DATED _____



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It is understood that a copy of the settlement statement must be forwarded to the Association upon settlement of the unit.

It is further understood that this Certificate of Resale shall be subject to change at any time after issue without notice.

Person we should contact when the Certificate of Resale is ready to be picked up:

name _____

phone _____ email _____ | _____

_____ date _____

Signature of Seller(s) or Agent for Seller(s)

emailed to _____ date _____

picked up by: _____ date _____

Please note that our business hours are as follows:

Monday - Thursday: 8:30 AM - 5:00 PM

Friday 8:30 AM – 2:30 PM