



**7 Hills Ranch Property Owners Association
RESALE CERTIFICATE REQUEST FORM**

Instructions for requesting a Resale Certificate:

1. All resale fees are **required** to be paid at the time of request.
2. The POA address is a mailbox only. There can be no overnight deliveries or pickups from this address. US mail only. 7HR POA, Attn: Secretary, 24826 Creek Loop, San Antonio, TX 78266.
3. After closing of the sale, remember to provide 7HR with the name and contact information for the new property owners.

Requestor: _____

Requestor's relationship to property: Owner Title Company Real Estate Agent Other

Company Name (if applicable): _____

Telephone: _____ **Fax#** _____ **Email:** _____

The information is being requested for a: Sale Refinance New closing date

Information is being requested on the following property:

Lot: _____ **Block:** _____

Property Physical Address:

Seller Name(s): _____

Buyer Name(s): _____

Anticipated Closing Date: _____ **Need by Date:** _____

Please make check payable to: 7 Hills Ranch POA

- \$ 150.00 * Resale Certificate (Bylaws and Declarations sent via email; no copies provided)
- \$ 50.00 ** Special Handling (requests service)
- \$ 35.00 Update Resale Certificate

\$ _____ Total Amount of Check – Attached

Resale Certificate is to be delivered to the following address:

Name: _____

Street: _____

City/State/Zip: _____

Signature of Requestor: _____ Date: _____

***Cost of certificate if requested 7-10 days prior to "need by" date**

****Amount to add to certificate fee if requested 2-6 days prior to "need by" date**