



# AROUND THE CLOCK, INC. CRMC<sup>®</sup>

a certified residential management company

716 West Meeker St., Suite 101, Kent, WA 98032 Office: 253-852-3000 Fax: 253-852-1417  
 Website: [www.aroundtheclockinc.com](http://www.aroundtheclockinc.com) E-mail: [info@aroundtheclockinc.com](mailto:info@aroundtheclockinc.com)

## REQUEST FOR CONDOMINIUM RESALE CERTIFICATE

I request that Around the Clock, Inc. CRMC<sup>®</sup>, managing agent for the condominium owner's association named below, provide the Resale Certificate and Exhibits required by law to sell my unit. I acknowledge that the Association, or its agent, is permitted ten (10) days from **receipt of written request AND payment** in which to provide the Certificate (RCW 64.34.425(2)), unless expedited fee is paid.

I understand that production will not begin until Around the Clock, Inc. CRMC<sup>®</sup> has received **written request and payment**. I also understand that the Certificate will only be released pursuant to the instructions detailed below and that I, as owner, must sign the Certificate below before it is passed on.

**Description of Unit** (PLEASE TYPE OR PRINT)

Condominium Name: \_\_\_\_\_  
 Unit Owner Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_ Unit #: \_\_\_\_\_

**This request is made by:**

\_\_\_\_\_  
 Printed Name (W) \_\_\_\_\_ (H) \_\_\_\_\_  
 Telephone Numbers  
 \_\_\_\_\_  
 Signature Date: \_\_\_\_\_

**Please check the item(s) you are requesting. The amount required for our services must be submitted with this form.**

- \$250.00 A Resale Certificate.** A fee of \$250.00 is required for each additional Resale Certificate. **The Resale Certificate will be completed within 10 business days of receipt of the payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>** If the request is received after 3PM, it will be considered the next business day and I further understand that this Resale Certificate will be good for 45 days from completion date.
- \$25.00 Shipping and handling fee to mail the Resale Certificate**
- \$85.00 Expedited preparation fee of the Resale Certificate within 3 business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>** If the request is received after 3PM, it will be considered the next business day and I further understand that this Resale Certificate will be good for 45 days from completion date.
- \$50.00 The past 12 months of meeting minutes**
- \$75.00 The past 2 years of meeting minutes.**

\$ \_\_\_\_\_ is the total amount due. Checks are to be made payable to Around the Clock, Inc. CRMC<sup>®</sup> for preparing the Resale Certificate and other requested services.

**Delivery Instructions (check one): Remember – the seller must sign off on the certificate.**

I will pick up the Resale Certificate. Please contact \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_ once it is available.

**The Certificate will ONLY be released to those you authorize; please list multiple authorized receivers and their telephone numbers on a separate page if necessary.**

Please mail the Resale Certificate (for an additional \$25.00 to cover S&H) to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ **Fax and E-mail are not a delivery option.**

**This request is made of:**

Around the Clock, Inc. CRMC®  
716 West Meeker St., Suite 101  
Kent, WA 98032

253-852-3000 Phone  
253-852-1417 Fax  
www.aroundtheclockinc.com

**For Office Use Only:**  Form Received  Payment Received

Received by: \_\_\_\_\_ (circle one) E-mail/Fax/Mail/Other

Date/Time Packet Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Prepped by: \_\_\_\_\_ Date/Time Completed: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date/Time Completed: \_\_\_\_\_

**SIGNATURE OF PERSON ACCEPTING COMPLETED CERTIFICATE:**

Received by (signature upon receipt): \_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURE OF AROUND THE CLOCK, INC. CRMC® EMPLOYEE RELEASING COMPLETED RESALE CERTIFICATE:**

Released / Mailed / Faxed (circle one) by: \_\_\_\_\_ Date: \_\_\_\_\_

(Please return this sheet to the Certificate preparer – see "Office Use")