



# 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 UPDATED 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) business 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: \_\_\_\_\_

**Payment Options:**

- Enclosed is a check for \$85.00 (\$110.00 to include S&H if completed Updated Resale Certificate to be mailed) made payable to Around the Clock, Inc. CRMC<sup>®</sup> for preparing the Updated Resale Certificate and Exhibits. I understand that the Original Resale Certificate will need to be returned in order to be updated otherwise a new Resale Certificate will need to be ordered at a higher cost. **I further understand that the Updated Resale Certificate will be completed within ten (10) business days of receipt of the full payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>.** I further understand that this Updated Resale Certificate will be good for 45 days from completion date.
- Because time is of the essence in this matter, I require an expedited preparation of the Updated Resale Certificate at a fee of \$110.00 (\$135.00 to include S&H if completed Updated Resale Certificate to be mailed). **The Updated Certificate will be completed within 72 business hours of receipts of the full payment and this written request form at Around the Clock, Inc. CRMC<sup>®</sup>.**
- We are in need of the minutes from the past **12 months** and have added an additional \$50.00 to the Resale Certificate Fee.
- We are in need of the minutes from the past **2 years** and have added an additional \$60.00 to the Resale Certificate Fee.

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

I will pick up the Resale Certificate. Please contact me once it is available.

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

Please mail the Resale Certificate (for an additional \$15.00 (\$25.00 if expedited) 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")