

**RESALE CERTIFICATE PACKAGE REQUEST FORM**

Date Requested \_\_\_\_\_ Date Due (10 business days from receipt of funds) \_\_\_\_\_

Community \_\_\_\_\_ Unit Address \_\_\_\_\_

Name of Requestor \_\_\_\_\_ Telephone \_\_\_\_\_

Current Owner(s) \_\_\_\_\_

Legal Name of Buyers \_\_\_\_\_

Anticipated Date of Closing \_\_\_\_\_

Closing Attorney Name \_\_\_\_\_ Telephone \_\_\_\_\_

Who will pick up the package? \_\_\_\_\_ Telephone \_\_\_\_\_

Package to be picked up from (select one):  Suffolk Office  Virginia Beach Office  Newport News Office

Mail package to \_\_\_\_\_ Date Mailed \_\_\_\_\_

\_\_\_\_\_ By (UPA Staff Initial) \_\_\_\_\_

**PLEASE MAIL/ BRING PAYMENT TO: (WE DO NOT ACCEPT CASH)**

UNITED PROPERTY ASSOCIATES  
ATTN: KORINA B. ULANDAY  
525 S. INDEPENDENCE BLVD. SUITE 200  
VIRGINIA BEACH VA 23452 (757) 497-5752

*Note: We will not initiate your request of a resale packet until both the written request and the payment is received. There is an additional fee for mailing packages. **No refund 24 hours after payment is received.***

**UPA will accept Mastercard or Visa for payment. There is an additional cost of \$5.00 for credit card charges. (We cannot accept American Express or Discover Cards.) Indicate your agreement to this condition by signing below:**

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

**RETURN CHECK POLICY: A charge of \$50, including all court costs and attorney's fees shall be charged for all payments which are uncollectible or are returned from your bank for any reason. Submission of this form represents your agreement to these terms.**

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**RECEIPT OF RESALE PACKAGE**

I certify that I have received a Certificate of Resale Package for the property address noted above:

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

**IF THE UNIT OWNER IS USING DIRECT DEBIT TO PAY THEIR ASSOCIATION FEES, PLEASE CONTACT UNITED PROPERTY ASSOCIATES AND INFORM AMANDA POST, 497-5752 EXT. 267, THE MONTH FOR WHICH DIRECT PAYMENTS ARE TO CEASE.**